

Virginia

Standards of Learning Assessments

**Summer 2006
English: Writing Test**

**Manual for the Division
Director of Testing and
School Test Coordinators**

End-of-Course

Test Implementation Manual

Test security guidelines restrict persons who have not signed the *Test Security Agreement* from reading the actual test questions.

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Grateful appreciation is expressed by the Virginia Department of Education to the Standards of Learning Testing Manuals Focus Group for their valuable contributions in the newly designed *Test Implementation Manual* for the Division Directors of Testing (DDOTs) and School Test Coordinators (STCs). Thank you for sharing your wisdom, experiences, and ideas.

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SUMMER 2006 SOL *ENGLISH: WRITING* TEST ADMINISTRATION SCHEDULE

Important Dates

- | | |
|--|--|
| <input type="checkbox"/> Through June 14 | Harcourt Spectrum will be open for placement of initial orders for the EOC <i>English: Writing</i> tests (including materials for the Second Testing Opportunity) at http://spectrum.harcourt.com |
| <input type="checkbox"/> June 19–July 11 | Harcourt Spectrum will be open for placement of additional orders for the EOC <i>English: Writing</i> tests (including materials for the Second Testing Opportunity) |

Statewide Writing Schedule

- | | |
|--|---|
| <input type="checkbox"/> July 17 or 18 | Administer the multiple-choice component (main form) |
| <input type="checkbox"/> July 17 or 18 | Administer the multiple-choice component (alternate form including Term Graduate/Second-Opportunity testing for eligible students) |
| <input type="checkbox"/> July 19 | Administer the direct-writing component (main prompt only) |
| <input type="checkbox"/> July 20 | Administer the direct-writing component (alternate prompt including Term Graduate/Second-Opportunity testing for eligible students) |
| <input type="checkbox"/> July 28 | Ship answer documents to the Scoring Center, Iowa City, IA |

TABLE OF CONTENTS

ACKNOWLEDGMENTS	i
SUMMER 2006 SOL <i>ENGLISH: WRITING</i> TEST ADMINISTRATION SCHEDULE	ii
NEW FOR SUMMER 2006	ix
IMPORTANT REMINDERS FOR SUMMER 2006	xi
DDOT CHECKLIST	xiii
STC CHECKLIST	xiv

LIST OF TABLES

Table 1.	DDOT Testing Planner	xv
Table 2.	STC Testing Planner	xvii
Table 3.	Race/Ethnicity Guidelines.....	17
Table 4.	Disability Status Codes.....	22
Table 5.	Testing Status Codes	23
Table 6.	STC Disposition of Test Materials	47
Table 7.	Weight Estimates.....	55
Table 8.	DDOT Disposition of Test Materials	59

1. USE OF THIS MANUAL FOR THE SUMMER 2006 ADMINISTRATION	1
2. SUMMER 2006 SOL <i>ENGLISH: WRITING</i> TEST SCHEDULE.....	3
3. SCHOOL DIVISION RESPONSIBILITIES FOR SOL TESTING.....	5
4. SPECIFIC DUTIES OF THE DDOT/STC: BEFORE TESTING.....	7
4.1 Train School Test Coordinators	7
4.2 Train Examiners/Proctors.....	8
4.3 Identify Students to Be Tested	9
4.4 Determine Where Tests Will Be Administered	9
4.5 Schedule the School's Testing Sessions	10
4.6 Select Examiners and Determine Testing Groups.....	10
4.7 Determine the Need for Proctors and Arrange for Assistance.....	11
4.8 Review Procedures for Ensuring Test Security	11
4.9 Complete the <i>School Division Test Security Agreement</i>	11
4.10 Collect Completed <i>School Division Personnel Test Security Agreements</i> <i>(Including Examiners/Proctors)</i>	12
4.11 Receive and Verify Non-Secure Test Materials	12
4.11.1 DDOT receives and verifies the division's non-secure test materials	12
4.11.2 STC receives and verifies the school's non-secure test materials.	14

TABLE OF CONTENTS

Continued

4.12	Special Accommodations During Testing	15
4.12.1	Arrange for the provision of testing accommodations (if applicable)	15
4.13	Determine a Method for Completing the Identification Information on the Student Answer Documents.....	16
4.14	Coding of Student Demographic Information	16
4.14.1	Sections A, B, C, and D—Student Identifying Information.....	16
4.14.2	Section E—Race/Ethnicity	16
4.14.3	Section F—Grade.....	17
4.14.4	Sections G1 and G2—Student Numbers and State Testing Identifier.....	17
4.14.5	Sections H and I—Local Use #1 and Local Use #2	18
4.14.6	Section J—MC Form and Section K—Prompt Number	18
4.14.7	Section M—Substitute Test (EOC Only)	18
4.14.8	Section N—A-Code (FIELD NOT USED).....	19
4.14.9	Section O—N-Code.....	19
4.14.10	Section Q—Title I/TAS.....	19
4.14.11	Section R—Student Category	19
4.14.12	Section S—Limited English Proficient (LEP)	20
4.14.13	Section T—SOA Adjustment.....	21
4.14.14	Section U—X-Code	21
4.14.15	Section V—Disability Status.....	21
4.14.16	Section W—Career and Technical Education (EOC Only).....	22
4.14.17	Section X—Special Code	23
4.14.18	Section Y—Additional Test Codes (EOC Only)	23
4.14.19	Section Z—Testing Status	23
4.14.20	Section AA—Special Test Accommodations	24
4.14.21	Section BB—RP Code	24
4.15	Completing Special Codes	25
4.16	Plan for Coding of Students Not Tested.....	25
4.17	Receive and Verify Secure Test Materials	27
4.17.1	DDOT receipt and verification of schools' secure materials	27
4.17.2	DDOT receipt and verification of Special Test Forms materials and transmission to schools	28
4.18	DDOT Distribution of Secure Materials to Schools	29
4.19	Receive and Verify Schools' Secure Test Forms Materials	29
4.19.1	STC receipt and verification of schools' secure materials	29
4.19.2	STC receives schools' secure special test materials	30

TABLE OF CONTENTS

Continued

5. SPECIFIC DUTIES OF THE DDOT/STC: DURING TESTING	31
5.1 Maintain a Contingency Plan	31
5.1.1 July 17 or 18, 2006—multiple-choice component (main form) or multiple-choice component (alternate form/second testing opportunity for eligible students)	31
5.1.2 July 19, 2006—direct-writing component (main prompt only)	31
5.2 Administration Audits	31
5.3 Coordinate the School's Administration of the Multiple-Choice Component (July 17 or 18, 2006)	32
5.3.1 STC conducts check-out of secure test materials to Examiners	32
5.3.2 Monitor test administration of the multiple-choice component	32
5.3.3 Identify and resolve testing irregularities	33
5.3.4 Check-in test materials at the end of each testing session for the multiple-choice component	33
5.4 Coordinate the School's Administration of the Direct-Writing Component (July 19, 2006)	34
5.4.1 STC conducts check-out of secure test materials to Examiners	34
5.4.2 Monitor test administration of the direct-writing component	35
5.4.3 Identify and resolve testing irregularities	35
5.4.4 Check-in test materials at the end of each testing session for the direct-writing component	35
5.5 Make-Up Testing Sessions	35
5.6 Testing Materials for Make-Up Sessions	36
5.7 STC Conducts Make-Up Sessions	36
6. SPECIFIC DUTIES OF THE STC: AFTER TESTING	37
6.1 Recording and/or Transcription of Student Responses	37
6.2 Receive All Testing Materials from Examiners	38
6.3 Check Materials Received from Examiners	41
6.3.1 Inspect paper-banded groups of answer documents	41
6.3.2 Verify information on <i>Scoring Service Identification Sheets</i> (SSID sheets or "headers")	41
6.3.3 Inspect answer documents	42
6.3.4 Ensure proper orientation of scannable answer documents	43
6.4 Prepare and Transmit <u>Set A</u> —Scorable Test Materials	43
6.4.1 Complete the <i>School Master File Sheet(s)</i>	43
6.4.2 Pack the bundles of answer documents	43
6.5 Prepare and Transmit <u>Set B</u> —Non-Scorable Test Materials	44
6.6 Dispose of Other Test Materials	45
6.7 Prepare and Transmit SOL Affidavits and Forms	46

TABLE OF CONTENTS

Continued

7. SPECIFIC DUTIES OF THE DDOT: AFTER TESTING	49
7.1 Receive <u>Set A</u> —Scorable Answer Documents	49
7.1.1 Out-of-school/Out-of-division scorable materials	50
7.2 Verify Scorable Answer Documents from Schools	50
7.2.1 <i>School Master File Sheet</i>	50
7.2.2 <i>Division Master File Sheet</i>	50
7.2.3 Paper-banded groups of answer documents	51
7.2.4 Scoring <i>Service Identification Sheets</i> (SSID sheets or “header sheets”)	51
7.2.5 Quad 8888 SSID Sheets	52
7.3 Check for Proper Orientation of Scannable Documents	52
7.4 Pack Scorable Answer Documents	52
7.4.1 <i>Division Master File Sheet</i>	52
7.4.2 Proper sequence for packing scorable materials	52
7.4.3 Out-of-division scorable materials	53
7.5 Prepare to Ship Scorable Answer Documents.....	54
7.6 Arrange UPS Pickup of Scorable Answer Documents.....	55
7.7 Receive and Pack <u>Set B</u> —Secure Test Booklets/Writing Prompts Returned by the STCs.....	56
7.8 Organize and Ship <u>Set B</u> to the Scoring Center	57
7.9 Verify That You Have Received All Required Forms from All STCs.....	58
7.10 Complete and Return the <i>School Division Affidavit</i>	58
7.11 Review Disposition of All Test Materials	58

TABLE OF CONTENTS


Continued

APPENDICES

APPENDIX A.	<i>Test Security Guidelines</i>	65
	General Assembly Legislation	66
	<i>School Division Personnel Test Security Agreement</i> <i>(Including Examiners/Proctors)</i>	68
	<i>School Affidavit</i>	69
	<i>School Division Test Security Agreement</i>	70
	<i>School Division Affidavit</i>	71
APPENDIX B.	<i>Division Verification Receipt of Non-Secure Testing Materials</i> <i>and Reorder Form</i>	75
	<i>Division Verification Receipt of Secure (Regular and Specials)</i> <i>Testing Materials and Reorder Form</i>	79
	<i>Division Inventory Transmittal Form for Test Booklet/Writing Prompt</i>	81
	Sample Test Booklet Package Cover Sheet	83
	Sample Writing Prompt Package Cover Sheet	84
	<i>Division Transmittal Form for Test Booklet/Writing Prompt</i>	85
	<i>School Verification Receipt of Non-Secure Testing Materials</i> <i>and Reorder Form</i>	87
	<i>School Transmittal Form for Test Booklet/ Writing Prompt</i>	89
	<i>School Transmittal Document for Special Test Forms/Prompt Kits</i>	91
	<i>Examiner's/Proctor's Test Booklet Transmittal Form/Affidavit</i>	93
	<i>Examiner's/Proctor's Writing Prompt Transmittal Form/Affidavit</i>	95
	<i>Classroom Transmittal Document for Special Test Forms/Prompts Kits</i>	97
APPENDIX C.	Sample Demographic Page of an End-of-Course Student Answer Document.....	101
APPENDIX D.	Special Test Accommodations Codes (EOC <i>English: Writing Test</i>)	105
APPENDIX E.	<i>Test Irregularity Form</i>	109
APPENDIX F.	Sample Scoring Service Identification (SSID) Sheet (Side 1/Side 2).....	113
	<i>School Master File Sheet</i>	115
	<i>Division Master File Sheet</i>	117
APPENDIX G.	<i>School Quantity Discrepancy Report</i>	121
	<i>Division Quantity Discrepancy Report</i>	123
	<i>Out-of-Division Answer Document Transmittal Form</i> <i>SOL English: Writing Test—Summer 2006</i>	125
	<i>Out-of-School Answer Document Transmittal Form</i> <i>SOL English: Writing Test—Summer 2006</i>	127
APPENDIX H.	<i>Division Shipment Transmittal Form</i>	131
	<i>Division Shipment Transmittal Form for UPS Tracking Number Labels</i>	133

NEW FOR SUMMER 2006

Carefully review this *Test Implementation Manual*, as well as the *Examiner's Manual*, prior to the administration of the Summer 2006 SOL *English: Writing* Assessment.

- The Summer 2006 DDOT and STC writing manuals have been combined into one, the *Test Implementation Manual*. This manual outlines the responsibilities of the DDOT and STC and provides guidelines for implementing the SOL Assessment before, during, and after testing. The format highlights specific information that is relevant for either the DDOT **or** STC. New features of the *Test Implementation Manual* include the following:
 - (1) Important reminders are denoted throughout the manual with this symbol: 
 - (2) Action statements relative to the DDOT are preceded by the notation, **DDOT** ☒
Action statements relative to the STC are preceded by the notation, **STC** ☒
 - (3) Section 6 outlines specific duties after testing for only the STC.
Section 7 outlines specific duties after testing for only the DDOT.
 - (4) Appendices are reorganized and placed primarily in the order used, and grouped by division, school, and classroom.

General Information

- The Pre-ID Service (labels for student answer documents) is **not** provided in the summer administration.
- Both non-secure and secure testing materials will be shipped (bulk) directly to the division for distribution to schools.

Answer Documents

- Make certain that the only answer documents distributed to students indicate the school year 2005–2006 in the upper left corner (Appendix C).
- Section G2—State Testing Identifier (STI)—The STI must be completed for all students. The STI is a unique, permanent 10-digit testing number assigned to each student by the state through the Education Information Management System (EIMS). To obtain the STI for students, consult with the division's EIMS Project Manager.
If Section G2 is blank on the answer document, an alert will occur. Harcourt will contact the DDOT for resolution.
- Section S—Limited English Proficient (LEP)—Coding directions have changed for students eligible for LEP services to include their status and proficiency levels (Section 4.14.12).
- Section U—X-Code (Extra Codes) (Section 4.14.14)
Circle A should be completed for transfer students who are enrolled from another state during 2005–2006 as a result of the natural disasters Hurricane Katrina and Hurricane Rita.
Circle B should be completed for students previously identified as having a disability under an Individualized Education Plan (IEP) and who have exited from special education services in 2004–2005 or 2005–2006. Note: Coding of these students is optional at this time.
Circle C—LEAVE BLANK
- Section AA—Special Test Accommodations (Section 4.14.20)
Circle A—FIELD NOT APPLICABLE
Circle B—Other—This code should be completed for students who are provided a non-standard accommodation (such as word prediction/selection software) that is not identified in Appendix D, *Special Test Accommodations Codes*.
- Section BB—RP Code—This code should be completed for any student who is enrolled in a course that requires an SOL assessment AND who has been enrolled in a Regional Alternative Education Program during the 2005–2006 school year (Section 4.14.21).



IMPORTANT REMINDERS FOR SUMMER 2006

Carefully review this *Test Implementation Manual* prior to the administration of the Summer 2006 SOL *English: Writing* Assessments. Please ensure that Examiners are aware of the following:

- The *2005–2006 SOL Assessment Resource Manual* is available on the Virginia Department of Education’s website at:

<http://www.doe.virginia.gov/VDOE/Assessment/home.shtml>

This manual contains a collection of documents with detailed information that may be useful as a reference before, during, and after testing.

- Students must use only No. 2 pencils when completing the answer document for the multiple-choice component and the direct-writing component of the SOL *English: Writing* test.

Term Graduates

- All students, including term graduates, will take the same multiple-choice forms and prompts. Students must take both the multiple-choice and the direct-writing components to receive a valid score.
- Students scheduled to graduate by August 31, 2007, are considered to be term graduates.
- Term graduates may have two opportunities to take the test during the Summer 2006 SOL Administration.
- Answer documents for students participating in term graduate administrations must be bundled separately. For example, answer documents from the first opportunity should be bundled with an SSID sheet. The answer documents from the second opportunity should be bundled separately with a different SSID sheet.
- Term graduate scorable test materials may be shipped in the same cartons as other answer documents to the Scoring Center, Iowa City, IA.

Answer Document

- Section G1—Student Number is reserved for local use only. If this section is to be completed, ensure that Examiners understand the procedures involved. Be sure to provide instructions regarding right or left justification and/or using zeros to fill 12 positions to ensure properly formatted student numbers as needed for your division.
- DDOTs should contact Harcourt’s Virginia Program Coordinators to order special situation or “quad 8888” SSID sheets (Section 7.2.5).

Out-of-Division Answer Documents

- Students testing in the summer may originate from schools outside of the division. To allow for scores to be reported to the student’s “home school” in **fall 2006**, the *Out-of-Division Answer Document Transmittal Form* is used instead of an SSID sheet and *Master File Sheet*. Ensure that the out-of-division answer documents are (1) listed accurately on the transmittal form, (2) bundled separately, and (3) placed on top of the division’s bundles in Box #1 for shipping to the Scoring Center in Iowa City, Iowa.

DDOT CHECKLIST

Activities Before Test Administration	
<input type="checkbox"/>	1. Carefully read this <i>Test Implementation Manual</i> , as well as any directions from the Virginia Department of Education. Review the Summer 2006 <i>DDOT Testing Planner</i> (Table 1) for all critical dates.
<input type="checkbox"/>	2. Train all STCs (Section 4.1).
<input type="checkbox"/>	3. Assist School Test Coordinators (STCs) in identifying students who will be tested (Section 4.3).
<input type="checkbox"/>	4. Send the completed <i>School Division Test Security Agreement</i> to Harcourt by July 14, 2006 (Section 4.9).
<input type="checkbox"/>	5. Receive division's non-secure materials (bulk shipment) from Harcourt (Section 4.11.1). Send the <i>Division Verification Receipt of Non-Secure Testing Materials and Reorder Form</i> to Harcourt no later than July 10, 2006 (Appendix B).
<input type="checkbox"/>	6. Prepare all local instructions, including how student identification information will be completed on the answer documents and directions regarding the use of Student Number and Local Use fields (Sections 4.14.4 and 4.14.5).
<input type="checkbox"/>	7. Make sure that STCs understand how to complete answer documents for students who do not take either component of the SOL <i>English: Writing</i> test (Section 4.16).
<input type="checkbox"/>	8. Receive secure materials (bulk shipment) from Harcourt (Section 4.17). Send the <i>Division Verification Receipt of Secure (Regular and Specials) Testing Materials and Reorder Form</i> to Harcourt by 1:00 PM EST, July 10, 2006 (Section 4.17.2).
<input type="checkbox"/>	9. Distribute secure SOL test booklets/writing prompts to each STC no more than 96 hours (four school days) prior to the date the school is to begin testing (Section 4.18).
Activities During Test Administration	
<input type="checkbox"/>	1. Be available during your schools' testing sessions to answer questions and resolve problems (Sections 5.3 and 5.4).
<input type="checkbox"/>	2. Assist STCs in identifying and resolving testing irregularities (Sections 5.3.3 and 5.4.3).
<input type="checkbox"/>	3. Ensure that STCs are prepared and have sufficient material to administer the appropriate prompts, including Term Graduate Administrations and make-up sessions. Be prepared to supply additional alternate materials to STCs if necessary (Sections 5.5–5.7).
Activities After Test Administration	
<input type="checkbox"/>	1. After all testing sessions have been completed, verify receipt of all test materials from all STCs.
<input type="checkbox"/>	2. Receive and verify all scorable answer documents (Sections 7.1 and 7.2).
<input type="checkbox"/>	3. Pack and ship all scorable answer documents no later than July 28, 2006 (Sections 7.4–7.6).
<input type="checkbox"/>	4. Receive, pack, and ship all secure, non-scorable test booklets and writing prompts, including Braille, large-print, and audio kits, no later than August 4, 2006 (Sections 7.7 and 7.8).
<input type="checkbox"/>	5. Verify that you have received all required SOL forms from all STCs (Section 7.9).
<input type="checkbox"/>	6. Return a signed <i>School Division Affidavit</i> (Appendix A) to the Virginia Department of Education no later than August 11, 2006 (Section 7.10).
<input type="checkbox"/>	7. Review final disposition of all test materials: scorable answer documents, secure test booklets and writing prompts, forms and documentation, and other non-scorable materials (Section 7.11 and Table 8).

STC CHECKLIST

Activities Before Test Administration	
<input type="checkbox"/>	1. Carefully read this <i>Test Implementation Manual</i> as well as any local directions you have been given. Resolve any questions you might have with your DDOT.
<input type="checkbox"/>	2. Train Examiners/Proctors (Section 4.2).
<input type="checkbox"/>	3. Assist teachers and Examiners in identifying students who will be tested (Section 4.3).
<input type="checkbox"/>	4. Make certain that suitable testing sites are available (Section 4.4).
<input type="checkbox"/>	5. Schedule all test sessions in your school (Section 4.5).
<input type="checkbox"/>	6. Select Examiners, determine the size of each testing group, and determine whether use of Proctors will be necessary (Sections 4.6 and 4.7).
<input type="checkbox"/>	7. Collect a signed <i>School Division Personnel Test Security Agreement (Including Examiners/Proctors)</i> from each Examiner and Proctor (Section 4.10).
<input type="checkbox"/>	8. Receive non-secure materials directly from your DDOT. Return the receipt verification form to your DDOT no later than two days after school's receipt of non-secure materials (Section 4.11).
<input type="checkbox"/>	9. Confirm with each Examiner how student information will be completed on the answer documents (Section 4.13).
<input type="checkbox"/>	10. Make sure that teachers and Examiners understand how to complete answer documents for students who do not take the SOL <i>English: Writing</i> test (Section 4.16).
<input type="checkbox"/>	11. Receive secure materials from your DDOT and sign the transmittal form (Sections 4.19).
Activities During Test Administration	
<input type="checkbox"/>	1. Before each testing session, ensure that all Examiners have appropriate materials for testing. Refer to the applicable <i>Examiner's Manual</i> for this information.
<input type="checkbox"/>	2. On each day of testing, check out secure test materials to Examiners (Sections 5.3.1 and 5.4.1) and collect all materials at the end of each testing session (Sections 5.3.4 and 5.4.4).
<input type="checkbox"/>	3. Monitor all testing sessions (Sections 5.3.2 and 5.4.2).
<input type="checkbox"/>	4. Assist Examiners in identifying and resolving testing irregularities (Sections 5.3.3 and 5.4.3).
Activities After Test Administration	
<input type="checkbox"/>	1. Ensure that make-up sessions are properly administered (Sections 5.5–5.7).
<input type="checkbox"/>	2. Verify scorable materials received from Examiners (Section 6.2).
<input type="checkbox"/>	3. After all testing sessions have been completed, verify receipt of all test materials from all Examiners (Section 6.3).
<input type="checkbox"/>	4. Assemble and deliver all <u>Set A</u> scorable test materials to your DDOT (Section 6.4).
<input type="checkbox"/>	5. Assemble and deliver all <u>Set B</u> secure non-scorable test materials to your DDOT (Section 6.5).
<input type="checkbox"/>	6. Dispose of all other test materials according to local directions (Section 6.6 and Table 6).
<input type="checkbox"/>	7. Prepare and transmit SOL affidavits and test security agreements (Section 6.7).

Table 1. DDOT Testing Planner

	Activity	DDOT	STC (Determined Locally)	Examiner (Determined Locally)
<input type="checkbox"/>	Receive and inventory division's bulk shipment of non-secure test materials from Harcourt (Section 4.11.1); and	June 19–23		
<input type="checkbox"/>	Distribute schools' non-secure test materials (Section 4.11.2).	June 26–30		
<input type="checkbox"/>	Receive and inventory division's bulk shipment of secure writing test materials, and	July 3–7		
<input type="checkbox"/>	Receive and inventory division's bulk shipment of Special Test Forms materials, if ordered (audio, Braille, and large-print test kits).			
<input type="checkbox"/>	Receive <i>School Verification Receipt of Non-Secure Testing Materials and Reorder Form</i> from schools; and	June 28– July 3		
<input type="checkbox"/>	Fax <i>Division Verification Receipt of Non-Secure Testing Materials and Reorder Form</i> to Harcourt.	July 5		
<input type="checkbox"/>	Complete your inventory of all secure writing test materials, and	No later than July 11		
<input type="checkbox"/>	Fax <i>Division Verification Receipt of Secure (Regular and Specials) Testing Materials and Reorder Forms</i> to Harcourt.			
<input type="checkbox"/>	Send completed <i>Division Test Security Agreement</i> to Harcourt.	July 14		
<input type="checkbox"/>	Oversee your division's administration of the <i>English: Writing</i> test: <ul style="list-style-type: none"> statewide administration of the multiple-choice component. statewide administration of the direct-writing component. 	July 17 or 18 July 19		
<input type="checkbox"/>	Ship scorable answer documents to Iowa City, Iowa .	July 28		
<input type="checkbox"/>	Ship non-scorable materials to San Antonio, Texas , including all regular test booklets, all Braille and large-print test booklets and Examiner copies, and all audiotapes.	August 4		
<input type="checkbox"/>	Forward the <i>School Division Affidavit</i> to the Virginia Department of Education.	August 4		

* Students who are absent on test dates should be provided with an opportunity during the make-up period to take the test(s) they missed. You will be responsible for ensuring that all schools arrange sufficient and appropriate make-up administrations and that all scorable documents are returned to you in time for shipment, but no later than July 28, 2006.

Table 2. STC Testing Planner

	Activity	STC	Examiner (Determined Locally)
<input type="checkbox"/>	Receive non-secure test materials from the DDOT (Section 4.11.2).		
<input type="checkbox"/>	Receive and inventory schools' cartons of secure writing test materials from DDOT.		
<input type="checkbox"/>	If ordered, receive and inventory school's Special Test Forms materials (audio, Braille, and large-print test kits) from DDOT.		
<input type="checkbox"/>	Send to DDOT <i>School Verification Receipt of Non-Secure Testing Materials and Reorder Form</i> from schools; and	No later than July __	
<input type="checkbox"/>	Complete your inventory of all secure writing test materials; contact the DDOT if more materials are needed.	No later than 1 day after receipt	
<input type="checkbox"/>	Oversee your school's administration of the <i>English: Writing</i> test: <ul style="list-style-type: none"> statewide administration of the multiple-choice component. statewide administration of the direct-writing component. 	July 17 or 18 July 19	
<input type="checkbox"/>	Verify and pack scorable answer documents and return to the DDOT as directed.		
<input type="checkbox"/>	Verify and pack non-scorable materials , including all regular test booklets, all Braille and large-print test booklets and Examiner copies, and all audiotapes, and return to the DDOT as directed.		
<input type="checkbox"/>	Forward the <i>School Affidavit</i> to the DDOT as directed.		

* Students who are absent on test dates should be provided with an opportunity during the make-up period to take the test(s) they missed. You will be responsible for ensuring that all schools arrange sufficient and appropriate make-up administrations and that all scorable documents are returned to you in time for delivery as directed by the DDOT.

1. USE OF THIS MANUAL FOR THE SUMMER 2006 ADMINISTRATION

The *Test Implementation Manual* describes procedures that the Division Director of Testing (DDOT) and School Test Coordinator (STC) should follow before, during, and after administration of the Summer 2006 Standards of Learning (SOL) *Writing* tests to students completing high school English courses that have covered the grades 9, 10, and 11 SOL. Students who need to retake the End-of-Course (EOC) *English: Writing* test for verified credit may also take the test during the summer administration.

This manual includes the following information:

- test administration dates
- school division responsibilities for SOL testing
- your responsibilities before, during, and after each testing session
- steps for organization and return of test materials after testing is completed

You must become familiar not only with this manual but also with the *Examiner's EOC English: Writing Manual*. The *Examiner's Manual* includes specific directions for administering the multiple-choice and direct-writing components of the SOL *English: Writing* test. Instructions for the administration of Special Test Forms are also contained in the *Examiner's Manual*. Take particular care to read all testing materials and provide in-depth training to school division personnel who are responsible for the administration of the EOC *English: Writing* test.

Additionally, the *2005–2006 Virginia SOL Assessments Resource Manual* contains detailed reference information for test administration that may be useful before, during, and after testing. This manual is available on the Virginia Department of Education's website at:

<http://www.doe.virginia.gov/VDOE/Assessment/home.shtml>

2. SUMMER 2006 SOL ENGLISH: WRITING TEST SCHEDULE

The Virginia Department of Education has established **statewide** testing dates for the SOL *English: Writing* test. The SOL *English: Writing* test has both multiple-choice and direct-writing (response to a writing prompt) components that must be administered **statewide** on the following dates:

- July 17 or 18, 2006—multiple-choice component (**main form**)
- July 17 or 18, 2006—multiple-choice component (**alternate form/term graduate/second-testing opportunity for eligible students**)
- July 19, 2006—direct-writing component (**main prompt**)
- July 20, 2006—direct-writing component (**alternate prompt/term graduate/second-testing opportunity for eligible students**)



IMPORTANT: Testing sessions are to be scheduled on July 17 or 18, 2006. Each student must complete the multiple-choice component of the Writing test in one day. For example, a student may not be allowed to start the multiple-choice test on July 17 and complete it on July 18, 2006. Students eligible for second-opportunity testing should complete one form of the multiple-choice test on July 17 and complete the second form of the multiple-choice test on July 18, 2006.

Students scheduled to graduate by August 31, 2007, are considered to be term graduates. Term graduates who have not passed the EOC *English: Writing* test may have two opportunities to take the test during the Summer 2006 SOL Administration. Term graduates may take the main multiple-choice form on Monday, July 17, and the alternate multiple-choice form on Tuesday, July 18. These students may take the main prompt on July 19 and the alternate prompt on July 20, 2006.

Eligible term graduates are not required to exercise their option for a second opportunity of the EOC *English: Writing* test. However, these students should be notified of their options and encouraged to take both tests.

Students who are absent on any or all of these dates are to be provided with an opportunity during the make-up period to take the test component(s) they missed (Section 5.5). STCs will be responsible for arranging make-up administrations for all students who require them and will be in attendance during the make-up period. STCs must schedule make-up testing so that materials can be returned to the DDOT in ample time to ship scorable answer documents to the scoring center by July 28, 2006.

3. SCHOOL DIVISION RESPONSIBILITIES FOR SOL TESTING

Many school division personnel are responsible for the administration of the SOL *English: Writing* test. These include:

- Division Director of Testing (DDOT)
- School Test Coordinator (STC)
- Test Examiner (Examiner)

A brief explanation of the roles and responsibilities of each of these persons follows.

Division Director of Testing

Each division has designated a DDOT. The DDOT serves as the point of contact between the school division and the Virginia Department of Education. The DDOT has division-wide responsibility for implementation of SOL test procedures and maintaining the security of test materials.

School Test Coordinator

Each school has designated one person as the STC who serves as the point of contact between the school and the DDOT. Each STC is responsible for ensuring that all procedures required for the SOL *English: Writing* test are implemented within the school and for maintaining the security of test materials. STCs are to take particular care in reading all testing materials and to provide appropriate training to Examiners in their schools. Any questions the STC has regarding the SOL *English: Writing* test are to be directed to the DDOT.

Test Examiner

The Test Examiner (Examiner) is responsible for administering the SOL *English: Writing* test according to the procedures contained in the *Examiner's Manual* and for maintaining the security of test materials. Any questions the Examiners have regarding the SOL *English: Writing* test are to be directed to the STC.

4. SPECIFIC DUTIES OF THE DDOT/STC: BEFORE TESTING

Before testing, review the *Test Implementation Manual* and the *EOC Examiner's Manual* so that you are familiar with the responsibilities of all division personnel.

4.1 Train School Test Coordinators

DDOT ☒ Provide training to the division's STCs based on information in the manuals and in other pertinent sources.

☒ Address the training topics listed below.

Training Topics for School Test Coordinators
<ul style="list-style-type: none"> Responsibilities of STCs and Examiners/Proctors
<ul style="list-style-type: none"> Multiple-Choice and direct-writing components of the SOL <i>English: Writing</i> test
<ul style="list-style-type: none"> Testing schedules, including Term Graduate Administration for eligible students (first/second opportunity), make-up sessions, and return of all test materials to the DDOT in accordance with deadlines
<ul style="list-style-type: none"> Security requirements, including use of the <i>School Division Personnel Test Security Agreement (Including Examiners/Proctors)</i>
<ul style="list-style-type: none"> Guidelines for participation of LEP students and students with disabilities
<ul style="list-style-type: none"> Arranging for testing sites
<ul style="list-style-type: none"> Handling testing irregularities
<ul style="list-style-type: none"> Organizing, packing, and returning scorable and non-scorable materials after testing
<ul style="list-style-type: none"> Preparing the <i>Out-of-School Answer Document Transmittal Form</i>
<ul style="list-style-type: none"> Training Examiners

STC ☒ Attend the training the DDOT will provide in regard to the school division's administration of SOL *English: Writing* test.

4.2 Train Examiners/Proctors

- STC** ☒ Provide training to the school's Examiners and Proctors based on information in the testing manuals, local directions received from your DDOT, and from other pertinent sources.
- ☒ Address the training topics listed in the following chart.

Training Topics for Examiners/Proctors
<ul style="list-style-type: none"> Responsibilities of Examiners
<ul style="list-style-type: none"> Reviewing security requirements, including use of the <i>School Division Personnel Test Security Agreement (Including Examiners/Proctors)</i> and the Virginia General Assembly Legislation on test security (Appendix A)
<ul style="list-style-type: none"> Testing schedule
<ul style="list-style-type: none"> Providing eligible term graduate students two opportunities to take both components (multiple-choice and direct-writing) of the EOC <i>English: Writing</i> test
<ul style="list-style-type: none"> Verifying and documenting the number of test booklets and writing prompts before distributing to students
<ul style="list-style-type: none"> Preparing students for testing
<ul style="list-style-type: none"> Preparing the testing site appropriately
<ul style="list-style-type: none"> Providing accommodations for students
<ul style="list-style-type: none"> Coding identifying information on student answer documents, including special codes
<ul style="list-style-type: none"> Coding Sections J and K on the answer document's demographic page for a multiple-choice form and prompt numbers
<ul style="list-style-type: none"> Conducting SOL testing under standardized conditions using the <i>Examiner's Manual</i>
<ul style="list-style-type: none"> Monitoring students during testing
<ul style="list-style-type: none"> Using classroom Proctors and/or Interpreters (if necessary)
<ul style="list-style-type: none"> Identifying and reporting testing irregularities
<ul style="list-style-type: none"> Handling emergencies
<ul style="list-style-type: none"> Reviewing procedures for students not tested
<ul style="list-style-type: none"> Completing the SSID sheets
<ul style="list-style-type: none"> Instructing Examiners to return all cover sheets with test booklets and writing prompts to STC after testing
<ul style="list-style-type: none"> Bundling and return of materials after testing



IMPORTANT: Examiners may review the *Examiner's Manual* before the day of testing. In the distribution of manuals, include itinerant vision teachers or homebound teachers who will be administering the *Writing* test to students who are testing, but are homebound.

- STC** ☒ If used, collect the *Examiner's Manuals* after training and then redistribute them on the day of testing to ensure that all Examiners have a copy for test administration.

4.3 Identify Students to Be Tested

The Summer 2006 Administration of the SOL *English: Writing* test is designed to accommodate the following groups of students:

1. Students who will complete high school English classes that cover grades 9–11 English SOL in the summer semester.
2. Students eligible to graduate by August 31, 2007, are considered to be term graduates. If these students have not passed the EOC *English: Writing* test, they may have two opportunities in the summer administration to earn the required, verified credit.
3. Students testing in the summer may originate from schools outside of your division. To allow for scores to be reported to the student's "home school" in fall 2006, the *Out-of-Division Answer Document Transmittal Form(s)* (Appendix G) will accompany the students' answer documents.
4. Students who have failed the EOC *English: Writing* test and need it for verified credit. These students do not need to be enrolled in a summer EOC *English: Writing* class to take the test. Their participation in the test administration is optional.
5. Students who are not currently enrolled, but who already have sufficient standard credits to graduate and who are returning only to retake the EOC *English: Writing* test for verified credit. Additionally, this may include students who are beyond school age but who are taking the SOL test for verified credit. Such students may be enrolled in a class within an adult education program.

It is expected that students enrolled in credit-bearing high school English classes that have covered the grades 9–11 English SOL will take the EOC *English: Writing* test. This expectation includes students with disabilities and/or limited English proficient (LEP) students.



IMPORTANT: Term Graduates will use the same test forms/prompts as other students.

Answer documents for term graduates' first opportunity must be bundled separately with an SSID sheet. Answer documents for term graduates' second opportunity must be bundled with a different SSID sheet. All term graduate bundles of scorable materials may be packed and shipped in the same box as other answer documents to the Scoring Center, Iowa City, Iowa.

- DDOT** ☒ Review these documents carefully and provide STCs with information about whom they should contact within the division if they have questions about applying the guidelines. If you have any questions, please contact the Division of Assessment and Reporting.

4.4 Determine Where Tests Will Be Administered

- STC** ☒ Make arrangements for appropriate physical conditions for testing. Testing rooms should be quiet, well lighted, and well ventilated. Each student should have enough work surface for an open test booklet/writing prompt and an answer document. Crowding should be minimized and seating arranged to discourage students from copying.

In addition, space must be available for make-up testing. Remember that there are two components of the SOL *English: Writing* test and each is to be administered on a separate day. Arrangements must be made for testing space on both days.

It may be helpful to provide Examiners with "TESTING IN PROGRESS: DO NOT DISTURB" signs to be placed on their doors.

- ☒ Students who are not in school on the established SOL test dates must be given an opportunity to take either test component missed on a make-up basis. A time and location must also be arranged for each necessary make-up session.

4.5 Schedule the School's Testing Sessions

The SOL *English: Writing* Test administration takes precedence over other scheduled school activities.

STC

- ☑ Schedule testing sessions to avoid interruptions by fire drills or by other school functions.
- ☑ Take into consideration that the SOL assessments are untimed tests. Approximately 75 minutes is expected to be a typical testing time for each component. Some students will take longer; some students will finish early. Students should be afforded as much time as they need to complete the test.



IMPORTANT: *Even though the SOL assessments are untimed, each component of the Writing test is to be completed in one school day. Additionally, students may not leave the testing site and subsequently return to finish the test unless their absence from the site is closely monitored to prevent interaction with other students and/or exposure to educational materials.*

- ☑ Make sure that testing sessions are scheduled so that they begin early enough to allow students reasonable amounts of time to complete the test before lunch or before the end of the school day.
- ☑ Prior to the first date of testing, develop a plan to accommodate situations in which “allocated” time has elapsed but students have not yet completed the test. For example, these students could be moved to an alternate location, such as a library or activity room, so that they can finish the test.



IMPORTANT: *Plans for alternate testing sites should include appropriate test security precautions. If students must be moved to an alternate testing site to complete their tests, their test booklets and/or writing prompts and answer documents must be collected by an Examiner or Proctor prior to the move and redistributed only after the students are settled in the new site. While in transit, students must not be allowed to discuss the test with anyone or have access to educational materials.*

- ☑ Administer the direct-writing component at the same time of day to all students in a school.

Two separate administrations of the direct-writing test at different times of the day are permissible **only** if school officials can certify to the Department of Education that there has been no contact between the students who took the direct-writing test first and the students who took the direct-writing test second. **If there are questions, the DDOT may contact the Division of Assessment and Reporting.**

- ☑ Make sure that each school provides students with advance notice of the test dates and schedule.
- ☑ Schedule make-up sessions so that all testing is completed in time to meet the division's requirement for the return of materials to the DDOT and for assembly and shipment of all scorable answer documents by July 28, 2006.

4.6 Select Examiners and Determine Testing Groups

STC

- ☑ Determine how students will be grouped for testing (e.g., in homerooms, in regular English classes, etc.) and which staff members will serve as Examiners.

4.7 Determine the Need for Proctors and Arrange for Assistance

Testing students in large groups is **not** recommended because testing in smaller groups lessens test fear and anxiety for the student and facilitates the Examiner's ability to monitor and control the testing session. However, if it is necessary to test a large group of students, consider the addition of Proctors to the testing session.

It is best that Examiners supervise the testing of no more than 25–30 students on their own. If the group's size exceeds this, it is recommended to have one Proctor present for every 25–30 **additional** students.

STC ☒ In selecting Proctors, be aware that each must also sign the *School Personnel Test Security Agreement (Including Examiners/Proctors)* noted in Section 4.10. The use of non-school personnel as Proctors should be approached with caution. Proctors should receive the same training as Examiners.

☒ If Proctors are not used, arrange to have another adult within calling distance of each testing session so that an emergency situation, such as a student becoming ill, may be handled with minimum disruption.

4.8 Review Procedures for Ensuring Test Security

☒ All persons in the division who will have access to, or assist with, the administration of the SOL *English: Writing* tests must read the *Test Security Guidelines*, legislation passed by the Virginia General Assembly (§22.1–19.1 Actions for violations of test security procedures and §22.1–292.1 Violation of test security procedures: revocation of license) regarding the repercussions of violating test security, and sign the test security agreement (Appendix A). This security agreement requires that persons involved in the test administration exercise the necessary precautions to ensure the security of content and all test materials. This agreement must be completed and forwarded to the DDOT before given access to the test.

WITHOUT EXCEPTION, copies of secure test booklets and writing prompts (including Braille and large-print test booklets, Examiner copies, and audiotapes), and used answer documents **must** be kept in secure, locked storage at all times when they are not in use in an actual testing session.

☒ Each school division must ensure the security and accountability of all test materials from the time of receipt until all testing is completed. Secure test materials will be shipped and addressed to the DDOT, who has primary responsibility for their security. Refer to information included in all of the SOL manuals for security procedures pertinent to the receipt, inventory, distribution, and storage of test materials. Security procedures must be followed to ensure complete test security.

4.9 Complete the *School Division Test Security Agreement*

☒ Both the DDOT and the division's Superintendent must complete, sign, date, and return the *Division Test Security Agreement* to Harcourt **on or before July 14, 2006**. The agreement, which may be photocopied, is in Appendix A.

DDOT ☒ Return the completed *Division Test Security Agreement* to the attention of your Harcourt Virginia Program Coordinator by **toll-free fax** at 1-800-547-2059.

4.10 Collect Completed School Division Personnel Test Security Agreements (Including Examiners and Proctors)

All persons in the school(s) who will have access to the SOL *English: Writing* test booklets or writing prompts must read the *Test Security Guidelines* and the *School Division Personnel Test Security Agreement (Including Examiners/Proctors)* before they are given the test booklets or prompts. **Note the Virginia General Assembly legislation regarding test security.** This security agreement requires that persons involved in test administration exercise the necessary precautions to ensure the security of content and all test materials.

Test Security Guidelines and the *School Division Personnel Test Security Agreement (Including Examiners/Proctors)* are in Appendix A. These forms are included in each *Examiner's Manual* and the *2005–2006 SOL Assessments Resource Manual*, located at

<http://www.doe.virginia.gov/VDOE/Assessment/home.shtml>

Persons who have not signed the *School Division Personnel Test Security Agreement (Including Examiners/Proctors)* may not be allowed access to the SOL *English: Writing* test booklets or writing prompts.

- STC**
- ☒ Make as many copies as necessary of the security agreement forms. Do not use file photocopies from previous years.
 - ☒ Ensure that all Examiners, Proctors, Interpreters, and school staff involved in transcriptions, if applicable, read and sign the *School Division Personnel Test Security Agreement (Including Examiners/Proctors)*.
 - ☒ Forward the signed agreements to your DDOT as directed in Section 6.7, Prepare and Transmit SOL Affidavits and Forms.

4.11 Receive and Verify Non-Secure Test Materials

4.11.1 DDOT receives and verifies the division's non-secure test materials

- DDOT**
- ☒ Receive bulk shipment of the **division's non-secure** test materials that will be delivered beginning June 19–23, 2006.

The division's shipment of non-secure test materials will include the Summer 2006 SOL *English: Writing* test DDOT Kit, extra copies of the *Test Implementation Manual*, *Examiner's Manuals*, and EOC answer documents in case they are needed by any of the schools in the division. The cartons in this shipment will be numbered sequentially: "1 of X," "2 of X," and so on.

The following chart shows the non-secure materials to be received in the division's shipments.

Division's Non-Secure Materials

DDOT KIT	
<input type="checkbox"/>	Delivery and Verification Letter
<input type="checkbox"/>	Writing Optional Scoring Services (OSS) Order Form
<input type="checkbox"/>	Division-level packing list (located in Box #1)
<input type="checkbox"/>	<i>Division Master File Sheet(s)</i> (to be returned with scorable answer documents to the Scoring Center)
<input type="checkbox"/>	<i>School Master File Sheet</i> (to be returned with scorable answer documents from the STC to the DDOT)
<input type="checkbox"/>	School-specific pre-coded orange SSID Sheets
<input type="checkbox"/>	Paper bands
<input type="checkbox"/>	Blue labels and UPS "Next Day Air" labels for return of secure scorable answer documents
<input type="checkbox"/>	Green labels and UPS "GroundTrac" labels for return of secure non-scorable answer documents
NON-SECURE MATERIALS	
<input type="checkbox"/>	<i>Writing Test Implementation Manuals</i> (for DDOTs and STCs)
<input type="checkbox"/>	<i>EOC Examiner's Writing Manuals</i>
<input type="checkbox"/>	EOC answer documents (packaged in sets of 25s)

- DDOT** ☒ Using the *Division Verification Receipt of Non-Secure Testing Materials and Reorder Form*, verify **no later than 2 days after receipt of materials** that the quantities of all materials received in the non-secure shipment match those listed on the division-level packing list in Box #1 of the shipment. If this shipment appears incomplete in any way, contact Harcourt at the Customer Support Center, 1-800-763-2306, or e-mail the information to **Virginia_SOL@harcourt.com**

NOTE: Separate division verification of receipt forms will be used for non-secure and secure test materials.

- ☒ Using the *School Verification Receipt of Non-Secure Testing Materials and Reorder Form* (Appendix B) as a packing list, allocate materials in appropriate quantities for the EOC *English: Writing* test to be administered at each summer school testing site.
- ☒ Package individual school cartons of non-secure materials. Use your own boxes (cartons) as necessary.
- ☒ Distribute non-secure materials to summer school testing sites so that they can be used for training purposes in advance of the testing window.
- ☒ Contact any STC who has not yet verified receipt of the school's shipment of non-secure materials no later than June 30, 2006.

- ☒ Fill requests for additional materials from STCs by using materials from the division's shipment.

If requests for additional materials cannot be filled from the division's non-secure materials, reorder additional materials from Harcourt using the *Division Verification Receipt of Non-Secure Testing Materials and Reorder Form* in Appendix B.

NOTE: Additional orders may be submitted to Harcourt via Spectrum at <http://spectrum.harcourt.com>

- ☒ Even if no additional non-secure test materials are needed, the *Division Verification Receipt of Non-Secure Test Materials and Reorder Form* must be returned to Harcourt.
- ☒ Retain all dual-purpose cartons in which materials are shipped because they can be used to return answer documents to the Scoring Center.

4.11.2 STC receives and verifies the school's non-secure test materials

For the summer administration, the DDOT will supply non-secure testing materials directly to schools to the attention of the STC.

- STC** ☒ Receive delivery of the **school's non-secure** test materials.

The school's delivery of non-secure test materials will include the Summer 2006 SOL *English: Writing Test Implementation Manual*, *Examiner's Manual* and answer documents. The cartons in this delivery will be numbered sequentially: "1 of X," "2 of X," and so on.

These materials will be delivered in advance of test administration for use in the training of Examiners and Proctors.

The following chart shows the non-secure materials to be received in the school's delivery.

School's Non-Secure Materials

NON-SECURE MATERIALS	
<input type="checkbox"/>	<i>School Verification Receipt of Non-Secure Testing Materials and Reorder Form</i> (located in Box #1)
<input type="checkbox"/>	<i>School Master File Sheet(s)</i> (to be returned with scorable answer documents to the DDOT)
<input type="checkbox"/>	School-specific pre-coded orange <i>Scoring Service Identification (SSID) Sheets</i>
<input type="checkbox"/>	Paper bands (for securing scorable answer documents)
ADDITIONAL NON-SECURE MATERIALS	
<input type="checkbox"/>	<i>English: Writing Test Implementation Manual</i> (for DDOT and STC)
<input type="checkbox"/>	<i>EOC English: Writing Examiner's Manuals</i>
<input type="checkbox"/>	<i>EOC English: Writing</i> answer documents (packages of 25s)

- STC** ☒ **Immediately upon receipt of the testing materials listed above**, complete the *School Verification Receipt of Non-Secure Testing Materials and Reorder Form* (Appendix B) and forward it to your DDOT.
- ☒ Even if there are no discrepancies in the school's non-secure materials and you do not need any additional materials, you must return the *School Verification Receipt of Non-Secure Testing Materials and Reorder Form* to the DDOT as verification that you have received the materials.

4.12 Special Accommodations During Testing

When taking the SOL tests, special accommodations are allowed if specified in students' IEPs, 504 management plans, or *LEP SOL Participation Plans*. Those involved with administering SOL tests should be familiar with the procedures that must be followed when providing accommodations to students. These are described in detail in the paper/pencil manuals and the *2005–2006 SOL Assessment Resource Manual, Procedures for Participation of Students with Disabilities in Virginia's Accountability System*, which is available on the Virginia Department of Education's website located at

<http://www.doe.virginia.gov/VDOE/Assessment/home.shtml>

Some accommodations allow a student to take the test in a different way without changing what the test is measuring. For the purposes of this manual, these are referred to as accommodations that maintain standard conditions or standard accommodations.

Accommodations that significantly change what a test is measuring and do not maintain standard conditions of the test are referred to as non-standard accommodations. This type of accommodation should be used **only** if the IEP or 504 committee agrees that the student requires such an accommodation(s) in order to participate in the SOL assessments. Scores resulting from a non-standard accommodation are accompanied by an explanation that these scores resulted from a non-standard administration.

Accommodations specified within a student's IEP, 504 Management Plan, or LEP SOL Participation Plan are the only accommodations allowed during the SOL assessment. Accommodations that are administered should be those the student generally needs and uses during classroom instruction and assessment. The use of an unfamiliar accommodation during testing may have a negative impact on the student's performance.

4.12.1 Arrange for the provision of testing accommodations (if applicable)

Interpreters

For some accommodations, interpreters may be required during the testing session. Interpreters are required when students' IEPs or 504 management plans specify that the student needs to have test items or directions interpreted, by signing or transliteration, in order to participate. Interpreters must also sign the *School Division Personnel Test Security Agreement (Including Examiners/Proctors)*.

Proctors

Proctors should receive the same training as Examiners and must also sign the *School Division Personnel Test Security Agreement (Including Examiners/Proctors)* as noted in Section 4.2. The use of non-school personnel as Proctors should be approached with caution. Test administration, which includes the interpretation (e.g., signing, transliteration) of test items, must be proctored.

Proctors also may transcribe or verify the transcription of student responses to the regular answer document after testing. Other adults in the school can also transcribe responses or verify responses without formal training as a Proctor. Transcriptions must be verified by a second adult. **The student's responses may not be altered in any way.**

Audiotaping

Some accommodations require that the test administration be audiotaped. These accommodations include:

- read-aloud administration (must be recorded **or** proctored)
- Examiner/Proctor records students' answers for students who must dictate answers because they are unable to mark on the regular answer document or because they are unable to manipulate a computer mouse or keyboard to select their answers and are not using a specialized pointing device for the computer.

If you have students with such accommodations specified in their IEPs, 504 management plans, or *LEP SOL Participation Plans*, arrange for the test administration to be audiotaped.

4.13 Determine a Method for Completing the Identification Information on the Student Answer Documents

The demographic sections on the *SOL English: Writing* test answer documents include new sections that are effective with the Summer 2006 Administration. A sample of the answer document is located in Appendix C and also is included in the *Examiner's Manual*. Some of this information may be completed by either the student or an adult. In other cases, the information must be completed only by the Examiner or another adult. For enhanced accuracy, Examiners may be instructed to complete all of the student identification information for each student prior to test administration.

The STC, in consultation with the DDOT, should determine the process that will be used in the school for completing the demographic sections of each student's answer document. Incorporate this method into the training of Examiners and Proctors.

4.14 Coding of Student Demographic Information

Review the information below and be aware of all required student demographic information that is to be completed on the answer documents. **NOTE:** The Pre-ID Service (pre-printed student ID labels) is not available for the summer administration.

4.14.1 Sections A, B, C, and D—Student Identifying Information

Sections A, B, C, and D are to be completed with identifying information to include student name, date of birth, and gender. These sections may be completed by the students, but to enhance accuracy, Examiners or other adults may be instructed to complete this information before testing.

4.14.2 Section E—RACE/ETHNICITY

Students, Examiners, or other adults may complete Section E—Race/Ethnicity. Students with origins in the Pacific Islands may choose "Native Hawaiian/Other Pacific Islander." A student with a multi-ethnic background and who does not identify with one of the other race/ethnicity groups listed may choose the "Unspecified" code. (Refer to Table 3.)

If students object to completing Section E, it may be left blank.

Table 3. Race/Ethnicity Guidelines

RACE/ETHNICITY	GUIDELINES
American Indian or Alaska Native	A person having origins in any of the original peoples of North and South America (including Central America) and who maintains cultural identification through tribal affiliation or community recognition.
Asian	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent. This area includes, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
Black (Not of Hispanic Origin)	A person having origins in any of the black racial groups of Africa.
Hispanic	A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures, regardless of race.
White (Not of Hispanic Origin)	A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.
Native Hawaiian/Other Pacific Islander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
Unspecified	A person having a multi-ethnic background who does not identify with one of the other groups listed above.

4.14.3 Section F—GRADE

SECTION F—Grade may be completed by the student. To enhance accuracy, Examiners or other adults may be instructed to complete this information.

SECTION F—Grade, Circle T should be completed for students not currently enrolled, but who already have sufficient standard credits to graduate and who are returning to retake the EOC *English: Writing* test for verified credit. Additionally, Circle T may be completed for students who are beyond school age and who are returning to retake the test for verified credit. Such students may be enrolled in a class within an adult education program.

Circle T should be completed by an Examiner or another adult.

4.14.4 Sections G1 and G2—STUDENT NUMBERS and STATE TESTING IDENTIFIER

Examiners or other adults should be instructed to complete this information.

SECTION G1—Student Number is reserved for local use. If this section is to be completed, ensure that Examiners understand the procedures involved. Be sure to provide instructions regarding right or left justification and/or the use of zeros to fill 12 positions to ensure properly formatted student numbers as needed for your division.

SECTION G2—State Testing Identifier (STI) is to be completed for all students.

The STI is a unique, permanent 10-digit testing number assigned to each student by the state through the Education Information Management System (EIMS). To obtain the STI for your students, consult with the division's EIMS Project Manager.



IMPORTANT: If the STI is not completed and Section G2 is blank on the answer document, an alert will occur. Harcourt will contact the DDOT for resolution.

4.14.5 Sections H and I—LOCAL USE #1 and LOCAL USE #2

SECTION H—Local Use #1 and SECTION I—Local Use #2 are reserved for local use. If these sections are to be completed, ensure that Examiners understand the procedures involved.

Local Use #1 may be used at the division's option.

Local Use #2 should be used only if the Re-Rostered Reports are ordered on the Optional Scoring Services (OSS) Order Form. Local Use #2 must be used for the next term's school building code number. If the code you enter in this field has less than four digits, you must enter zeros in the remaining spaces so that the local code can be read correctly by Scoring Services.

4.14.6 Section J—MC FORM and Section K—PROMPT NUMBER

Sections J and K may be completed by students, Examiners, or other adults.

SECTION J—MC Form, is to be completed with the form number of the multiple-choice test booklet that the student is administered.

On EOC answer documents, the form number (letters and numbers) that is printed on the front cover of the student's test booklet should be completed.

SECTION K—Prompt Number, is to be completed with the prompt number that appears near the top of the student's writing prompt sheet.

Following each administration, Examiners should verify that the multiple-choice test form number written in Section J and the writing prompt number written in Section K match the test booklet and writing prompt that bear the student's name.



IMPORTANT: Correct completion of Section J (MC Form) and Section K (Prompt Number) is essential for correct and accurate scoring.

4.14.7 Section M—SUBSTITUTE TEST (EOC Only)

Section M is to be completed only for students who are administered a substitute test instead of the corresponding SOL EOC *English: Writing* test. Refer to the *EOC Examiner's Manual* or the *2005–2006 SOL Assessment Resource Manual* for a list of substitute tests, available on the Virginia Department of Education's website located at

<http://www.doe.virginia.gov/vdoe/assessment/home.shtml>

If Section M is completed, DO NOT COMPLETE any codes in Section Z—Testing Status, to explain why the student was not tested.

4.14.8 Section N—A-CODE (FIELD NOT USED)

Do not complete this section. Field not used during the Summer Test Administration.

4.14.9 Section O—N-CODE

Section O is to be completed for students who are classified as economically disadvantaged. A student is economically disadvantaged if she/he (1) is eligible for free or reduced-price lunch; (2) receives TANF (Temporary Aid for Needy Families); or (3) is eligible for Medicaid.

4.14.10 Section Q—TITLE I/TAS

For students attending schools with school wide Title I programs, Section Q should **not** be completed.

Section Q is to be completed if the student is receiving Targeted Assistance Services (TAS) under Title I. Select the subject area(s) in which the student is receiving assistance:

- Reading and Math
- Reading
- Math
- Science
- History

If the STC has questions, please consult the school's Title I Coordinator or the DDOT.

If the DDOT has additional questions, please contact the Title I Coordinator at the Virginia Department of Education for your region as listed at

<http://www.doe.virginia.gov/VDOE/Instruction/title1/index.shtml>

4.14.11 Section R—STUDENT CATEGORY

Effective July 1, 2005, categorical eligibility for free meals was extended to students who meet the federal definition of migrant or homeless. Therefore, ensure that students who identified as either migrant or homeless under Section R, Student Category on an SOL test are also identified as economically disadvantaged in Section O—N-Code.

Ensure that Examiners follow the proper procedure for coding this information. If this information is not coded properly, an alert will occur.

Complete the appropriate code for any student meeting the following criteria:

- 1= Migrant:** A child who is, or whose parent or spouse is a migratory agricultural worker, including a migratory dairy worker, or a migratory fisher, and who, in the preceding 36 months, in order to obtain, or accompany such parent or spouse, in order to obtain, temporary or seasonal employment in agricultural or fishing work—
 - A)** has moved from one school district to another;
 - B)** in a State that is comprised of a single school district, has moved from one administrative area to another within such district; or
 - C)** resides in a school district of more than 15,000 square miles, and migrates a distance of 20 miles or more to a temporary residence to engage in a fishing activity.
- 2= Homeless:** A child who is homeless and attending any school served by the local education agency.
- 3= Neglected or Delinquent:** A child in a local institution for neglected or delinquent children and youth or attending a community day program for such children.

4.14.12 Section S—LIMITED ENGLISH PROFICIENT (LEP)

LEP Status and Proficiency Level codes should be completed only if the student is classified as LEP according to the federal government definition outlined in the chart that follows.

LEP Students

As of January 8, 2002, an LEP student in the Commonwealth of Virginia is classified according to the federal government definition as described in Public Law 107–110, the *No Child Left Behind Act of 2001*. The law states:

An LEP student is classified as one:	
(A)	who is aged 3 through 21;
(B)	who is enrolled or preparing to enroll in an elementary school or secondary school;
(C) (i)	who was not born in the United States or whose native language is a language other than English; and who comes from an environment where a language other than English is dominant;
OR	
(ii) (I.)	who is a Native American or Alaska Native, or a native resident of outlying areas; and
(II.)	who comes from an environment where a language other than English has had a significant impact on the individual's level of English language proficiency;
OR	
(iii.)	who is migratory, whose native language is a language other than English, and who comes from an environment where a language other than English is dominant;
AND	
(D)	whose difficulties speaking, reading, writing, or understanding the English language may be sufficient to deny the individual—
(i.)	the ability to meet the State's proficient level of achievement on State assessments described in section 1111(b)(3);
(ii.)	the ability to achieve successfully in classrooms where the language of instruction is English; or
(iii.)	the opportunity to participate fully in society.
[P.L. 107-110, Title IX, Part A, Sec. 901, (25)]	

If the STCs have questions, please consult the DDOT.

If the DDOT has questions, contact the local Title III (ESL) Coordinator or the Office of Program Administration and Accountability, Virginia Department of Education at 1-804-786-1692 or 1-804-786-9952.

LEP Status Codes

In Section S, complete only one of the six LEP status codes to identify the student's level of services as of October 1st or thereafter of the current school year. The LEP student status codes are defined as follows:

- 1 = Receiving Services
- 2 = Monitor Status—1st Year
- 3 = Monitor Status—2nd Year
- 4 = NOT Receiving Services
- 5 = Post-Monitor Status—1st Year
- 6 = Post-Monitor Status—2nd Year

LEP Proficiency Level

Based on the student's English language proficiency placement classification as of October 1st or thereafter of the current school year, complete proficiency level 1, 2, 3, **or** 4 ONLY if the student's LEP status code is

1 = Receiving Services

OR

4 = NOT Receiving Services

4.14.13 Section T—SOA ADJUSTMENT

Section T should be completed only for LEP students and transfer students who meet the criteria listed below.

LEP Students

Complete the "LEP" Code ONLY if the student's LEP status in Section S is:

1 = Receiving Services

2 = Monitor Status—1st Year

3 = Monitor Status—2nd Year

OR

4 = NOT Receiving Services

AND if the student has been enrolled in a Virginia public school for less than 11 semesters. Students who are in membership for the majority of days in a semester are considered to have been enrolled for that semester.

Transfer Students

Complete the "Transfer" Code if the student meets any of the criteria below.

- End-of-Course: Students enrolled from another state, private school, or home instruction AFTER 20 instructional hours have elapsed since the beginning of the school year (or semester, if on block schedules) following the opening of school.

OR

- End-of-Course: Students who have transferred out of and back into the division during the school year and have been carried in your division's membership for 50% or less of the school year (or 50% of the semester for those on block schedules).

4.14.14 Section U—X-Code

Circle A should be completed for transfer students who are enrolled from another state as a result of the natural disasters Hurricane Katrina and Hurricane Rita.

Circle B should be completed for students previously identified as having a disability under an Individualized Education Plan (IEP) who have exited from special education services within the last two years (2004–2005 and 2005–2006). NOTE: For the summer administration, coding of Circle B is optional.

Circle C—LEAVE BLANK (position not used)

4.14.15 Section V—DISABILITY STATUS

Complete only one circle. If more than one disability exists, select the **primary** disability.

Ensure that Examiners follow the proper procedure for coding. If these codes are not completed properly, a delay in scoring may occur.

Only an Examiner or another adult is to complete this section. A disability category must be entered for any student who is identified as having a disability and is provided an accommodation

specified in an IEP or 504 Management Plan. Table 4 lists the “Disability Status Codes” to be used in completing Section V, Disability Status, on the answer document.

Use the following disability status codes to complete Section V for any student who is identified as having a disability. Use categories 1–14 and category 16 for students who are eligible for services under the *Individuals with Disabilities Education Improvement Act of 2004* (IDEIA) and who have Individualized Education Programs (IEPs). Use category 15 for “Otherwise Qualified Handicapped” students who are eligible for services under Section 504 of the *Rehabilitation Act of 1973*.

Table 4. Disability Status Codes

CODE	DISABILITY STATUS	CODE	DISABILITY STATUS
1	Mental Retardation	9	Speech/Language Impairment
2	Severe Disabilities	10	Other Health Impairment
3	Multiple Disabilities	11	Leave Blank (position not used)
4	Orthopedic Impairment	12	Deaf-Blind
5	Visual Impairment (including blindness)	13	Autism
6	Hearing Impairment/Deaf	14	Traumatic Brain Injury
7	Learning Disability	15	Otherwise Qualified Handicapped under Section 504
8	Emotional Disturbance	16	Developmental Delay (through age 8)
17–20	These circles should be left blank (positions not used).		

4.14.16 Section W—CAREER AND TECHNICAL EDUCATION (EOC Only)

This section is only applicable for EOC SOL tests. Consult with your local Career and Technical Education Administrator to identify eligible students.

- SECTION 1—Select the “Career/Tech Ed Course” Code for all students (grades 9–12) who are enrolled in one or more Career and Technical Education Course(s) during the same “real time” as the SOL EOC *English: Writing* test, **AND** select the “Tech Prep Program” Code for all students who are enrolled in the secondary component of a Tech Prep Program.

NOTE: A student who is enrolled in a Tech Prep Program must also be enrolled in a Career and Technical Education Course(s); in this case, both codes in SECTION 1 should be completed.

- SECTION 2—Complete for students as appropriate.
Select only one of two codes for students who meet the criteria for a Single Parent **or** Displaced Homemaker:
2 = Single Parent **or** 3 = Displaced Homemaker
and/or
Complete Code 4 if the student is classified as non-traditional
4 = Non-traditional Career

Select Code 4 for students in grades 9–12 who are enrolled in one or more of the courses identified for non-traditional career preparation, and also enrolled in the SOL EOC *English: Writing* test.

To determine this student population, refer to the most current listing of secondary programs identified for non-traditional career preparation courses at

<http://www.pen.k12.va.us/VDOE/Instruction/CTE/cters/procedure.pdf>

For more detailed information, refer to the Guidelines for Coding Career and Technical Education Information on the SOL Assessments Answer Documents in the *2005–2006 SOL Assessments Resource Manual* located at

<http://www.doe.virginia.gov/VDOE/Assessment/home.shtml>

4.14.17 Section X—SPECIAL CODE

Section X is not to be completed unless authorized by the Virginia Department of Education.

4.14.18 Section Y—ADDITIONAL TEST CODES (EOC Only)

Complete the “Retest” Code for any student currently enrolled who has already received the standard credit in English (i.e., has passed the class) and is retaking the EOC *English: Writing* test for verified credit.

Note: If Section Y, Additional Test Code for Retest is completed, DO NOT COMPLETE Section Z—Testing Status.

4.14.19 Section Z—TESTING STATUS

Following the completion of make-up testing; only an Examiner or another designated adult is to complete this section to explain why a student did not take one or both components of the EOC *English: Writing* test. Complete instructions are in the *Examiner’s Manuals*.

Table 5 describes coding options for completing Section Z—Testing Status.

Table 5. Testing Status Codes

COMPLETE CODE NUMBER:	IF THE STUDENT WAS:
1 = Absent	absent from the regular and make-up testing sessions
4 = Medical Emergency*	unable to take the test due to a medical emergency
5 = Refusal/disruptive	too disruptive or refused to take the test
6 = Other	Complete Code 6 only with authorization from the Virginia Department of Education.
7 = Student Cheated	determined that she/he cheated on the test
8 = Other (Did Not Attempt)	Complete Code 8 only with authorization from the Virginia Department of Education.
9 = Student has already passed this test	retaking the class/course, but she/he has previously passed this test
10 = Other	Complete Code 10 only with authorization from the Virginia Department of Education.
11 = Other	Complete Code 11 only with authorization from the Virginia Department of Education.

* Medical Emergency—Students categorized as a “Medical Emergency” are those who are absent for the entire testing window due to hospitalization or serious illness as well as those who become ill while testing and who are then absent due to illness during the make-up period. Significant medical emergencies must be documented by a medical doctor.

4.14.20 Section AA—SPECIAL TEST ACCOMMODATIONS

IMPORTANT: The STCs should work with appropriate local staff to determine which students need to be provided with testing accommodations as specified by their IEPs, 504 management plans, or LEP SOL Participation Plans.

Should you have any questions about the testing of a particular student, contact your DDOT.

Section AA should be completed only by an Examiner or another designated adult. This section must be completed for students who receive testing accommodations as specified in their IEPs or 504 management plans, or on their *LEP SOL Participation Plans*. All accommodation codes that apply to a student must be completed; accuracy is critical.

Make sure that Examiners are aware that Section AA shows **only** the codes for allowable accommodations. Appendix D shows the specific testing accommodations that correspond to the numbers shown in the Special Test Accommodations section for each test.

Circle A—FIELD NOT APPLICABLE (do not complete)

Circle B—Other should be completed to identify a non-standard accommodation that is provided to a student based on her/his IEP or 504 Management Plan but is not listed on the *Special Test Accommodations Codes* sheet in Appendix D (an example is word prediction/selection software). The DDOT must obtain prior approval from the Virginia Department of Education. For detailed information about the administration of special test accommodations, refer to the *Examiner's Manuals* or the *2005–2006 SOL Assessments Resource Manual* located at

<http://www.doe.virginia.gov/VDOE/Assessment/home.shtml>

It should be noted that the multiple-choice writing component and the direct-writing component have different allowable accommodations. Refer to the diagram in Section 4.15 to properly complete Section AA, Special Test Accommodations. This information is also included in the *Examiner's Manual*.

4.14.21 Section BB—RP CODE

Only an Examiner or another adult should complete this section.

The RP code should be completed for any student who is enrolled in an EOC English course that requires an *SOL English: Writing* assessment AND who has been enrolled in a Regional Alternative Education Program during the 2005–2006 school year.

The regional alternative education programs were established by the General Assembly in 1993–1994 with the intent to involve two or more school divisions working in collaboration to establish options for students who have a pending violation of school board policy, have been expelled or suspended on a long-term basis, or who are returning from juvenile correctional centers. There are 29 regional education programs in operation.

For a statewide list of Regional Alternative Education Programs, refer to the *2005–2006 SOL Assessments Resource Manual* located at

<http://www.doe.virginia.gov/VDOE/Assessment/home.shtml>

If the STC has questions, please consult the DDOT. If the DDOT has additional questions, contact the school division's Alternative Education Coordinator or the Virginia Department of Education, Office of Program Administration and Accountability, at (804) 786-3340.

4.15 Completing Special Codes

A list of the disability codes that Examiners will use in completing Section V, Disability Status, on the answer document is in Table 4, *Disability Status Codes*. A table showing the allowable testing accommodations and the corresponding numeric codes to be used in completing Section AA, Special Test Accommodations, is in Appendix D.

Be sure that Examiners review and understand Section 6.2 of the *Examiner's Manuals*, Completion of Demographic Codes. During Examiner's training, make sure that they understand which accommodations are and are not available for students with disabilities and LEP students.

If an accommodation is coded in Section AA, the student's primary disability must be coded in Section V—Disability Status, and/or the LEP Status and Proficiency Level in Section S, LEP. School personnel must resolve any issues or uncertainties regarding a student's special accommodations, disability status, and/or LEP status **before** answer documents are submitted for scoring.

	AA	SPECIAL TEST													ACCOMMODATIONS										S	
Mult. Choice	1	2	3	4	5	6	7	8	9	10	11	12	13	17	18	20	21	22	23	27	A	B				
Direct Writing	1	2	3	4	5	6	7	8	9	10	11	12	13	17	18	20	21	22	23	24	25	27	A	B		

Regarding Students with Disabilities:
The circle in the shaded box above (Circle 17) is not applicable for a student with disabilities, unless the student is ALSO identified as LEP. If the student is identified as having a disability but not as LEP, DO NOT COMPLETE.

Do not complete Circle A. Complete Circle B only if directed to do so by the Virginia Department of Education.

	AA	SPECIAL TEST													ACCOMMODATIONS										S	
Mult. Choice	1	2	3	4	5	6	7	8	9	10	11	12	13	17	18	20	21	22	23	27	A	B				
Direct Writing	1	2	3	4	5	6	7	8	9	10	11	12	13	17	18	20	21	22	23	24	25	27	A	B		

Regarding LEP Disabilities:
Circles in the shaded boxes above are not applicable for an LEP student unless the student is ALSO identified as having a disability. If the student is identified as LEP but does not have a disability, DO NOT COMPLETE.

4.16 Plan for Coding of Students Not Tested

- ☒ An answer document must be completed for every student who can be identified for Summer 2006 testing as described in Section 4.3, Identify Students to Be Tested. This includes students who were not tested because they were absent, refused to take the test, were disruptive, or were involved in a medical emergency. For each student not tested, an answer document must be completed to collect student identification information as well as information on why the student was not tested.
- ☒ Because absent students are to be afforded an opportunity for make-ups, do not complete this information until after all make-up testing is finished. Decide if the Examiners, or other adults, will complete the demographic information on answer documents for students who are not tested, including Section Z—Testing Status, to indicate the reason the student did not take either component of the *Writing* test. Two “Testing Status” codes must be completed for students who did not take both tests; one for the multiple-choice component and one for the direct-writing component.

Section Z—Testing Status, contains the following options. Note that Examiners are directed in their *Examiner's Manuals* to complete codes 6–12 only with direction from their STC.

Completing “Testing Status”

NOTE: Testing Status is completed to explain why students did not take a particular component of the test. See Table 5 for the specific codes.

For students who took ONLY ONE component of the *English: Writing* test, complete as follows.

Sample

If the student missed **only** the **multiple-choice component**, complete **only one** of the first five codes in the **top** row.

→

Z	TESTING STATUS											
①	②	③	④	⑤	⑥	⑦	⑧	⑨	⑩	⑪	⑫	
SELECT ONLY ONE FOR EACH												
COMPONENT NOT ADMINISTERED												

If the student missed **only** the **direct-writing component**, complete **only one** of the first five codes in the **bottom** row.

→

Z	TESTING STATUS											
SELECT ONLY ONE FOR EACH												
①	②	③	④	⑤	⑥	⑦	⑧	⑨	⑩	⑪	⑫	
COMPONENT NOT ADMINISTERED												

↑
Do not complete Circles 6–12 unless instructed to do so by your DDOT.

For students who took NEITHER component of the *English: Writing* test, complete as follows.

If the student took **neither** the multiple-choice component **nor** the direct-writing component, complete **one** of the first five circles in **each** row.

Z	TESTING STATUS											
①	②	③	④	⑤	⑥	⑦	⑧	⑨	⑩	⑪	⑫	
SELECT ONLY ONE FOR EACH												
①	②	③	④	⑤	⑥	⑦	⑧	⑨	⑩	⑪	⑫	
COMPONENT NOT ADMINISTERED												

Do not complete Circles 6–12 unless instructed to do so by your DDOT.

4.17 Receive and Verify Secure Test Materials

4.17.1 DDOT receipt and verification of schools' secure materials

DDOT ☒ Receive the bulk shipment of **secure** test materials for summer testing schools that will be delivered July 3–7, 2006.

- ☒ The cartons in this shipment will be numbered sequentially (“1 of X,” “2 of X,” and so on) and include the following items:

SECURE MATERIALS	
<input type="checkbox"/>	Division packing list (located in Box # 1)
<input type="checkbox"/>	EOC multiple-choice test booklets and writing prompts (main forms/prompts)
<input type="checkbox"/>	EOC multiple-choice test booklets and writing prompts (an equal quantity of alternate forms) to be used for term graduates/second testing opportunity or testing irregularities that require retesting). A flyer printed on colored card stock will be inserted in the boxes to identify them as alternate testing materials.

Using the *Division Verification Receipt of Secure (Regular and Specials) Testing Materials and Reorder Forms*, verify **no later than 5–7 days after receipt of materials** that the quantities of all materials received in the secure shipment match those listed on the packing list in Box #1 of the division's bulk shipment. If this shipment appears incomplete in any way, contact Harcourt at the Customer Support Center, 1-800-763-2306, or e-mail the information to **Virginia_SOL@harcourt.com**.

- ☒ Verify that the quantities of all materials received match those listed on the division packing list and that shipment appear to be complete.
- ☒ Fax the *Division Verification Receipt of Secure (Regular and Specials) Testing Materials and Reorder Form* to Harcourt Assessment, Inc., at 1-800-547-2059 **NO LATER THAN 7 days** after receipt of materials.

This division verification of receipt of materials must be returned to Harcourt even if additional testing materials are not needed.

- ☒ If needed, order additional testing materials via Harcourt Spectrum at **<http://spectrum.harcourt.com>**

Harcourt will make every effort to deliver additional orders to you as quickly as possible.

- ☒ Retain all dual-purpose cartons in which materials were received. Use these cartons to transfer materials to schools and/or to return answer documents to the Scoring Center.
- ☒ Using the *School Transmittal Form for Test Booklet/Writing Prompt* (Appendix B) as a packing list, allocate materials in appropriate quantities for the EOC *English: Writing* test to be administered at each summer school testing site.
- ☒ Package individual school cartons of secure materials. Use your own boxes (cartons) as necessary.

Place a copy of the transmittal form in Box #1 so that the STC can inform you promptly if additional materials are needed.

SECURE TEST MATERIALS (Packed By School)	
<input type="checkbox"/>	Copy of School Transmittal Form (located in Box # 1)
<input type="checkbox"/>	EOC multiple-choice test booklets and writing prompts (main forms/prompts)
<input type="checkbox"/>	EOC multiple-choice test booklets and writing prompts (an equal quantity of alternate forms/prompts) to be used for term graduates/second testing opportunity and testing irregularities that require retesting). A flyer printed on colored card stock will be inserted in the boxes to identify them as alternate testing materials.

4.17.2 DDOT receipt and verification of Special Test Forms materials and transmission to schools

DDOT ☒ Receive bulk shipment of **Special Test Forms Kits** by July 3–7, 2006.

- ☒ The cartons in this shipment will be numbered sequentially (“1 of X,” “2 of X,” and so on) and include the following items:

SPECIAL TEST FORMS KITS	
<input type="checkbox"/>	EOC answer documents (packages of 5s) and <i>Examiner’s Writing Manuals</i>
<input type="checkbox"/>	EOC Large Print Test Booklet Kit(s)* (main form) includes Cover sheet, Large Print Test Booklet, Audio Tape, and Examiner’s copy—Test Booklet
<input type="checkbox"/>	EOC Large Print Prompt Kit(s)* (main prompt) includes Cover sheet, Large Print Prompt, Prompt Audio Tape, and Examiner’s copy—Prompt
<input type="checkbox"/>	EOC Braille Test Booklet Kit(s)* (main form) includes Cover sheet, Braille Test Booklet, Audio Tape, and Examiner’s copy—Test Booklet
<input type="checkbox"/>	EOC Braille Prompt Kit(s)* (main prompt) includes Cover sheet, Braille Prompt, Audio Tape, and Examiner’s copy—Prompt
<input type="checkbox"/>	EOC Regular Audio Test Booklet Kit(s)* (main form) includes Cover sheet, Test Booklet, Audio Tape
<input type="checkbox"/>	EOC Regular Audio Prompt Kit(s)* (main prompt) includes Cover sheet, Writing Prompt, Audio Tape

***Do not break open kits**

- ☒ Immediately upon receipt of this shipment, inventory the Special Test Forms Kits and record the counts on the *Division Verification Receipt of Secure (Regular and Specials) Testing Materials and Reorder Form* (Appendix B).
- ☒ Alternate testing materials for Special Test Forms Kits will be sent to divisions only if needed. The STCs should notify DDOTs of alternate materials needed. The DDOT will order quantities from Harcourt. A flyer printed on colored card stock will be inserted in the cartons to identify them as alternate testing materials. The cartons in this shipment will be numbered sequentially (“1 of X,” “2 of X,” and so on). **Note:** Do not break open kits.



If there is any discrepancy between the number of kits ordered and the number received, call the Harcourt Customer Support Center at 1-800-763-2306. The division's shipment of EOC Special Test Forms Kits for alternate testing materials will include quantities ordered as needed by the DDOT. A flyer printed on colored card stock will be inserted in these cartons to identify them as alternate testing materials.

4.18 DDOT Distribution of Secure Materials to Schools

- DDOT** ☒ Deliver the secure materials to summer school testing sites not more than 96 hours (or 4 days) before the statewide scheduled EOC *English: Writing* testing session. The STCs must inventory their materials and report any shortages or discrepancies to the DDOT immediately.
- ☒ Contact any STC who has not yet verified receipt of the school's secure materials no later than 1–2 days after the delivery.
- ☒ Fill requests for additional secure materials from STCs by using materials from the division's shipment.
- ☒ If requests for additional secure materials cannot be filled from the division's secure materials, reorder additional materials from Harcourt using the appropriate *Division Verification Receipt of Secure (Regular and Specials) Testing Materials and Reorder Form* in Appendix B.
- ☒ Deliver the Braille, large-print, and regular audiotape test forms kits to the STCs.
- ☒ Use the *School Transmittal Document for Special Test Forms/Prompt Kits* (Appendix B) to verify/track Special Test Forms Kits materials that are delivered to schools. This transfer may not occur more than 96 hours (or four school days) before the school's first scheduled testing session.
- ☒ Ask each STC to inventory the school's materials. The STC must report any shortages or discrepancies to you immediately.

4.19 Receive and Verify Schools' Secure Test Materials

4.19.1 STC receipt and verification of schools' secure materials

- STC** ☒ Receive the school's carton(s) of secure SOL *English: Writing* test materials from your DDOT no earlier than 96 hours (four school days) before testing is to begin.

This delivery will include the following materials:

SCHOOL'S SECURE MATERIALS (Packed by School)	
<input type="checkbox"/>	<i>School Transmittal Form for Test Booklet/Writing Prompt</i> (located in Box # 1)
<input type="checkbox"/>	EOC multiple-choice test booklets and writing prompts (main forms/prompts)
<input type="checkbox"/>	EOC multiple-choice test booklets and writing prompts (an equal quantity of alternate forms/prompts) to be used for term graduates/second testing opportunity and testing irregularities that require retesting). A flyer printed on colored card stock will be inserted in the boxes to identify them as alternate testing materials.

- ☑ Verify that the number of cartons conveyed by the transmittal form is indeed correct before signing this form.
- ☑ Immediately upon receipt of the school's secure materials, inventory all materials against the *School Transmittal Form for Test Booklet/Writing Prompt* (Appendix B) contained in Box #1 of the delivery.
- ☑ Do not open shrink-wrapped packages to complete this inventory; however, test booklet and writing prompt counts should be obtained by multiplying the number of packages times the package counts.
- ☑ For **writing multiple-choice test booklets**, the package cover sheet shows the quantity of booklets in the package and the test form number for those booklets. Test booklets will arrive in packages of 5s. The quantity of packages received must match the quantity shown on the cover sheet.
- ☑ For **direct-writing prompts**, the package cover sheet will show the prompt number and the quantity of 10 prompts in the package. In the "Packing List Quantity" column, record the counts shown on packing lists (Appendix B).

Then record the total counts of all test booklets and writing prompts received in the "STC Received" column of the *School Transmittal Form for Test Booklet/Writing Prompt*, which will be provided by your DDOT and will accompany the materials.

Note: Alternate prompts for make-up testing should be requested from the DDOT.

- ☑ **If you discover a shortage or discrepancy in secure testing materials, contact your DDOT immediately.**
- ☑ Keep the carton(s) of SOL secure test materials in a locked location accessible only to you and the school principal.
- ☑ Retain the dual-purpose cartons in which materials are delivered and use them to return all scorable secure materials to the DDOT immediately after testing. These cartons may also be used to return all non-scorable materials to the DDOT.

4.19.2 STC receives schools' secure special test materials

- STC**
- ☑ If you have students who will take the Braille, large-print, or audiotope versions of the *Writing* test, make sure that you have received these special test materials from your DDOT.
 - ☑ Confirm quantities by initialing the *School Transmittal Document for Special Test Forms/Prompts Kits* in Appendix B.
 - ☑ Use the *School Transmittal Document for Special Test Forms/Prompts Kits* and *Classroom Transmittal Document for Special Test Forms/Prompts Kits* to track the transfer of special test materials, Braille, large-print, and audio kits to Examiners. Instructions are printed on the documents.
 - ☑ If needed, request alternate writing special testing materials for irregularities and/or make-up testing from your DDOT.

5. SPECIFIC DUTIES OF THE DDOT/STC: DURING TESTING

5.1 Maintain a Contingency Plan

Be prepared to coordinate and monitor adjustments in the testing schedule if inclement weather or other unforeseen events threaten or force school closures.

5.1.1 July 17 or July 18, 2006—multiple-choice component (main form) or multiple-choice component (alternate form/second testing opportunity for eligible students)

- ☒ If school openings are delayed or early dismissal is possible/likely:
 - Do not begin testing unless you are confident that all scheduled testing sessions can be completed within the anticipated school day.
 - If testing has already begun and school is dismissed during a testing session, the DDOT should contact the Department of Education's Division of Assessment and Reporting immediately.
 - If you are unsure whether a scheduled testing session can be completed, the best course of action would be to postpone the session. Students who begin a test and cannot complete it will need to re-test with an alternate form. Retesting must be approved by the Department of Education.
- ☒ If schools are closed:
 - The DDOT should notify the Division of Assessment and Reporting immediately. Be sure to advise to the best of your knowledge when schools will re-open. On the next anticipated full day of school (with the exception of July 19), students need to be administered the multiple-choice component.

Exception: If the next full day of school will be July 19, the direct-writing component should be administered as scheduled that day, and administration of the multiple-choice component should be postponed until July 20. If this occurs, make certain that Examiners and Proctors know to be especially vigilant in ensuring that students do not go back to edit, complete, or otherwise alter their direct-writing response when they should be working on the multiple-choice component.

5.1.2 July 19, 2006—direct-writing component (main prompt only)

- ☒ If school openings are delayed or an early dismissal is possible/likely:
 - Do not begin testing unless you are confident that all scheduled testing sessions can be completed within the anticipated school day.
 - If testing has already begun and school is dismissed during a testing session, the DDOT should call the Division of Assessment and Reporting immediately.
- ☒ If schools are closed:
 - The DDOT should notify the Division of Assessment and Reporting immediately. Be sure to advise to the best of your knowledge when schools will re-open.
 - The Division of Assessment and Reporting will decide on a case-by-case basis (depending upon the extent of closings and the specific locations affected) which direct-writing prompt is to be administered and the date for which the postponed testing session(s) will be rescheduled.
 - If the division has additional questions regarding these procedures, the DDOT should call the Division of Assessment and Reporting.

5.2 Administration Audits

Audits will not be conducted during the Summer 2006 Test Administration.

5.3 Coordinate the School's Administration of the Multiple-Choice Component (July 17 or 18, 2006)

5.3.1 STC conducts check-out of secure test materials to Examiners

- STC** ☒ On July 17 or 18, 2006, check out the SOL *English: Writing* test booklets to Examiners using the *Examiner's/Proctor's Test Booklet Transmittal Form/Affidavit* (Appendix B). Make as many photocopies as necessary.

Examiners must initial this form verifying their receipt of the test materials listed.

- ☒ Review a sample of the cover sheet (Appendix B) that will be included in the packages of test booklets. Each package of multiple-choice test booklets will contain a cover sheet that shows a package number unique to the test booklets contained in the package and the form number of the test booklets contained in that package.
- ☒ Remind Examiners that upon opening a package **but before distributing its contents to students**, they must count the number of test booklets contained in the package and complete the package's cover sheet, checking off the applicable box and signing and dating the cover sheet.

If an Examiner must open more than one package of test booklets, the cover sheet in each package must be completed. Examiners must return all cover sheets to you, along with all test booklets, immediately after the testing session has concluded.

- ☒ If necessary, you may break packages of test booklets in order to distribute those most efficiently to the Examiners. Photocopy the package cover sheet and write the new quantity of test booklets on the copy. Each divided set must have a cover sheet.
- ☒ Maintain the security of the test booklets at all times.
- ☒ Ensure that each Examiner has the following test materials:
 - Summer 2006 *Writing* test *Examiner's Manual*
 - *Writing* multiple-choice test booklets
 - *Writing* answer documents
 - "TESTING IN PROGRESS: DO NOT DISTURB" sign, if available

5.3.2 Monitor test administration of the multiple-choice component

- DDOT** ☒ Ensure that all secure materials are being handled properly by both STCs and Examiners.
- ☒ Be available to STCs for questions and problem resolution during the administration of the multiple-choice component.
- STC** ☒ Monitor the administration of the SOL *English: Writing* multiple-choice component while it is being conducted in your school.
- ☒ Be actively involved in test administration by carefully supervising the procedures described in this manual and the *Examiner's Manuals*.
 - ☒ Be available to answer questions and resolve problems as they arise.

5.3.3 Identify and resolve testing irregularities

A testing irregularity is any occurrence that may inappropriately influence a student's performance.

The *Examiner's Manuals* instruct Examiners to **immediately** report any testing irregularities to their STCs. The DDOT may be called upon to resolve or mediate suspected or reported irregularities.

Examples of testing irregularities include but are not limited to:
• A student becomes ill during testing.
• A student is observed cheating during the testing session.
• A teacher or another adult provides improper assistance to a student.
• Testing accommodations specified in a student's IEP, 504 Management Plan, or <i>LEP SOL Participation Plan</i> are not provided.
• A student is provided an accommodation that is not specified in her/his IEP, 504 Management Plan, or <i>LEP SOL Participation Plan</i> .
• An excessive disturbance or disruption occurs during the testing session.
• A student's test booklet, writing prompt, or used answer document is missing.
• Any unused/unassigned test booklet or writing prompt is missing.

All testing irregularities must be recorded and reported based on the *Testing Irregularity Web Application System* (TIWAS) and as directed by the DDOT. The *User's Guide* will provide step-by-step instructions for accessing the TIWAS to report your testing irregularities. The *User's Guide* is located at

<http://www.doe.virginia.gov/VDOE/Assessment/TestIrregularity/>

- ☒ The DDOT may have the STCs enter irregularities directly into the TIWAS or may have them document the incident(s) on the *Test Irregularity Form*.
- ☒ If irregularities are reported to the DDOT on the *Test Irregularity Form*, the DDOT will be responsible for entering the irregularities into TIWAS.

The *Test Irregularity Form* in Appendix E may be used to document the incident. All testing irregularities should be submitted to the DDOT within 24 hours of occurrence. The STC/DDOT will give guidance in the proper way to resolve specific testing irregularities. There may be times when the DDOT will need to consult with the Department of Education staff regarding proper resolution of a testing irregularity.

5.3.4 Check-in test materials at the end of each testing session for the multiple-choice component

The *Examiner's Manuals* instruct Examiners to return test materials to the STC as soon as the test session is completed or to store the materials until the end of the school day in a secure location that is inaccessible to students.

All test materials must be returned to the STC and checked in no later than the end of this school day.

- STC** ☒ Count the test booklets and initial the *Examiner's/Proctor's Test Booklet Transmittal Form/Affidavit* to verify that all test booklets have been returned.

Immediately report any missing test booklets to the DDOT. Missing testing materials must be documented in the TIWAS or on the *Test Irregularity Form* in Appendix E.

- ☒ Verify that all answer documents have been returned. As you place the answer documents in a secure location, remember that they will be needed for the administration of the direct-writing component on July 19, 2006.
- ☒ Examiners may be allowed to retain the *Examiner's Manuals* to use to administer the direct-writing component.

5.4 Coordinate the School's Administration of the Direct-Writing Component (July 19, 2006)

5.4.1 STC conducts check-out of secure test materials to Examiners

- STC** ☒ On July 19, 2006, check out unopened packages of writing prompts to Examiners, using the *Examiner's/Proctor's Writing Prompt Transmittal Form/Affidavit* (Appendix B). Examiners must initial this form to verify their receipt of the test materials listed. The quantity of prompts entered in the "Writing Prompt Quantity" column must equal a multiple of 10.

- ☒ On July 20, 2006, check out **unopened** packages of alternate writing prompts to Examiners using the *Examiner's/Proctor's Writing Prompt Transmittal Form/Affidavit* (Appendix B) to students who are eligible for the second-opportunity testing. Examiners must initial this form to verify their receipt of the test materials listed. The quantity of prompts entered in the "Writing Prompt Quantity" column must equal a multiple of 10.

The Examiner must not open the sealed packages of writing prompts more than 30 minutes before the direct-writing testing session. Examiners must also count the number of prompts contained in each opened package and complete the cover sheet supplied in each package.

- ☒ Ensure that each participating Examiner has the following test materials:
- Summer 2006 *Writing Examiner's Manual* (This may not be necessary if Examiners have kept their manuals since the conclusion of the testing session for the multiple-choice component.)
 - Unopened packages of writing prompts and packages of answer documents
 - Dictionaries (without a thesaurus section)
 - "TESTING IN PROGRESS: DO NOT DISTURB" sign, if available



IMPORTANT: For the SOL English: Writing test, each student is to complete only ONE answer document. The answer document that each student used for the multiple-choice component must be the same answer document given to her or him for the direct-writing component.

5.4.2 Monitor test administration of the direct-writing component

DDOT ☒ Ensure that all secure materials are being handled properly by both STCs and Examiners.

- ☒ Be available to STCs for questions and problem resolution during the administration of the direct-writing component.

STC ☒ Monitor the administration of the direct-writing component while it is being conducted in the school.

- ☒ Be actively involved in test administration by carefully supervising the procedures described in this manual and the *Examiner's Manuals*.

- ☒ Be available to answer questions and resolve problems as they arise.

5.4.3 Identify and resolve testing irregularities

The *Examiner's Manuals* instruct Examiners to immediately report any testing irregularities to the STC. See Section 5.3.3 for a list of possible testing irregularities and the procedure for handling them if they occur.

5.4.4 Check-in test materials at the end of each testing session for the direct-writing component

The *Examiner's Manuals* instruct Examiners to return test materials to the STC as soon as the test session is completed or to store the materials until the end of the school day in a secure location that is inaccessible to students.

STC ☒ Ensure that all test materials are returned to you no later than the end of the test administration day.

- ☒ When the test materials are returned, verify the receipt of all materials using the information in Section 6.2, Receive All Testing Materials from Examiners.

- ☒ Count the writing prompts and initial the *Examiner's/Proctor's Writing Prompt Transmittal Form/Affidavit* to verify that all writing prompts and answer documents have been returned. Immediately report any missing writing prompts to the DDOT. Missing testing materials must be documented in the TIWAS or on the *Test Irregularity Form* in Appendix E.

- ☒ Place the answer documents in a secure location.

- ☒ **Verify the local testing window for make-up testing sessions with the DDOT.**

- ☒ Contact the DDOT if additional testing materials are needed for make-up testing sessions.

5.5 Make-Up Testing Sessions

Students who are absent on July 17 or 18, 2006, and/or July 19, 2006, must be provided with an opportunity to take the SOL *English: Writing* test component(s) they missed. All make-up sessions must be completed in time for the DDOT to ship **all** scorable writing materials by July 28, 2006.

5.6 Testing Materials for Make-Up Sessions

For make-up sessions of the multiple-choice component, students will use a test booklet from the school's original distribution of secure (main) forms. However, students who miss the July 19, 2006, direct-writing administration will **not** write to the same writing prompt used statewide on July 19, 2006. Instead, students taking the make-up direct-writing component will write to the alternate prompt (see Section 5.4.1).

A supply of alternate prompts is provided in school boxes of secure materials. The division overage also contains a supply of alternate prompts. A flyer printed on colored card stock will be inserted in the boxes to identify them as alternate testing materials.

5.7 STC Conducts Make-Up Sessions

- STC**
- ☒ Every student who is absent on the regular test date(s) must be given an opportunity to take the missed test(s), provided the make-up sessions are within the testing window. All make-up sessions must be completed in time to submit materials to meet the local deadlines set by the DDOT.
 - ☒ Schedule make-up sessions as necessary and secure appropriate numbers of Examiners and Proctors for these sessions.
 - ☒ For make-up sessions of the multiple-choice component, including second-opportunity testing, use a test booklet from the school's initial delivery.
 - ☒ Students, including second-opportunity testers, taking the direct-writing component on a make-up basis will write to an alternate prompt.
 - ☒ Copies of the alternate prompt will be included in the carton of test materials you will receive from your DDOT. A flyer printed on colored card stock will be inserted in the boxes to identify these as alternate testing materials.
 - ☒ After make-up sessions have been completed, bundle the answer document of each student who has taken a make-up test with the answer documents used by students in her/his regular classroom.

6. SPECIFIC DUTIES OF THE STC: AFTER TESTING

After testing is complete, the STC responsibilities include the supervision of the transcription of student responses, if applicable, and accounting for, ensuring the accuracy of, and the transmittal of test materials. At the close of the last testing session, Examiners will return test booklets and/or writing prompts. Examiners will return completed student answer documents to the STC along with the completed *Scoring Service Identification (SSID) Sheet* (more commonly known as the “header sheet”). After receiving the bundles of answer documents, the STC has the responsibility of ensuring that the *Out-of-School Answer Document Transmittal Form* (Appendix G) is bundled with the answer documents of students from other schools within and outside of the division; verifying student answer documents and completed SSID sheets, completing the Summer 2006 SOL *English: Writing School Master File Sheets*, and packaging bundles for transmittal to the DDOT.

6.1 Recording and/or Transcription of Student Responses

- ☑ In the case of a damaged answer document, instruct Examiners to transcribe the student’s answers, writing response, and demographic information onto a new answer document; have a second school official to verify the transcription and ensure that no errors occurred; write the word “VOID” on the demographic page of the original answer document; and return it to the STC. **NOTE: The students’ responses must not be altered in any way.**

The accommodation for transcribing students’ test responses onto an answer document is **only** available for students as stated in their IEPs, 504 management plans, or *LEP SOL Participation Plans*. Make sure the Examiner understands that the Special Test Forms of the SOL *English: Writing* test require that the student’s responses to multiple-choice questions and her/his response to the writing prompt be recorded on or transcribed to the appropriate SOL answer document.

The *Examiner’s Manuals* instruct the Examiners to obtain prior approval from the STC to conduct a transcription of the student’s responses. Detailed information about procedures for transcription is in the *Examiner’s Manual* and the *2005–2006 SOL Assessments Resource Manual* located at

<http://www.doe.virginia.gov/VDOE/Assessment/home.shtml>

- ☑ After testing has concluded, check to make sure that the student’s multiple-choice answers and written responses have been recorded on a regular SOL *English: Writing* test answer document. If the student has recorded her/his answers elsewhere, such as in the test booklet or on a separate sheet of paper, and the answers and/or response to the prompt have not been transcribed, have another adult perform this transcription immediately and ensure that the student’s responses are not altered in any way.
- ☑ Have the transcription verified by a second adult.
- ☑ Follow your DDOT’s instructions for returning these materials.



IMPORTANT: Regardless of the method the student used to record responses, the original response must be kept on file by the DDOT until scores have been received from the Scoring Center and verified. Examples of the kinds of original responses that must be transcribed to a regular answer document and then filed by the DDOT include the following:

- student indicated answers in the test booklet
- student recorded her/his answers using a Braille writer
- student recorded her/his answers using a typewriter, word processor, or augmentative communication device. For a student who uses a word processor, the Examiner must print a paper copy of the response and also save the response to a disk or CD. The response must not be left in the memory of a word processor. The paper copy of the response should be used for transcription and then kept on file by the DDOT with the electronic media.
- student indicated her/his answers verbally during an audio-taped administration
- student recorded her/his answers on a photocopied enlargement of the answer document

6.2 Receive All Testing Materials from Examiners

GROUP 1: Student Answer Documents

After both the multiple-choice AND the direct-writing components have been completed, each Examiner will:

- inspect the students' answer documents.
 - verify and complete the preprinted SSID sheets (orange).
 - place the SSID sheet on top of the test materials inside the paper band.
 - bundle answer documents with the paper bands provided.
 - bundle answer documents of students from other schools within and outside of the division as directed by the STC.
 - return bundles of answer documents to the STC.
- ☒ Bundle answer documents for Regular and Special Test Forms (Braille, large-print, and regular-audio), and alternate forms together.



IMPORTANT: Answer documents for students participating in term graduate administrations must be bundled separately. For example, answer documents from the first opportunity should be bundled with an orange SSID sheet. The answer documents from the second opportunity should be bundled separately with a different orange SSID sheet.

The Out-of-School Answer Document Transmittal Form is used in lieu of an SSID sheet.

- ☒ Review each bundle of answer documents submitted by each Examiner as described in Section 6.3.
- ☒ Do not include damaged answer documents in the bundles of documents that are to be scored.

GROUP 2: Test Booklets and Writing Prompts

After the multiple-choice writing component has been completed, each Examiner will:

- check in testing materials to the STC.
- count the test booklets and initial the “IN” column on the *Examiner’s/Proctor’s Test Booklet Transmittal Form/Affidavit* to verify that all test booklets have been returned.
- return a completed package cover sheet for each package of writing test booklets that has been opened.

- ☑ Attach the completed cover sheets to the *Examiner’s/Proctor’s Test Booklet Transmittal Form/Affidavit* to be forwarded to your DDOT.
- ☑ Photocopy any cover sheet that notes a discrepancy and attach it to the *School Transmittal Form for Test Booklet/Writing Prompt*.
- ☑ Immediately report any missing test booklets to the DDOT. Missing testing materials must be documented in the TIWAS or on the *Test Irregularity Form* in Appendix E.

After the direct-writing component has been completed, each Examiner will:

- check in testing materials to the STC.
- count the writing prompt sheets and initial the “IN” column on the *Examiner’s/Proctor’s Writing Prompt Transmittal Form/Affidavit* to verify that all prompts have been returned.
- return a completed package cover sheet for each package of writing prompts that has been opened.

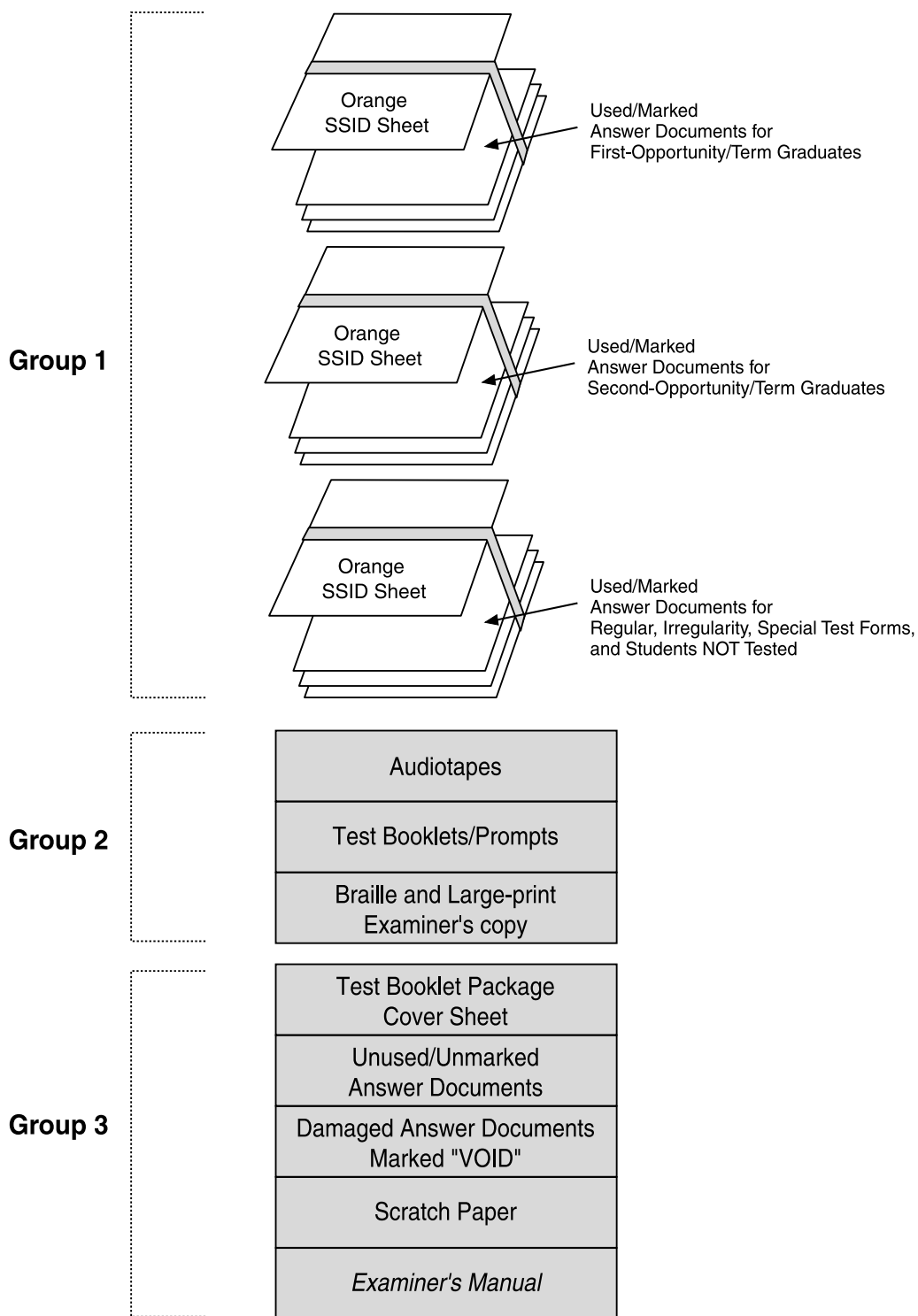
- ☑ Attach the completed cover sheets to the *Examiner’s/Proctor’s Writing Prompt Transmittal Form/Affidavit* to be forwarded to your DDOT.
- ☑ Photocopy any cover sheet that notes a discrepancy and attach it to the *School Transmittal Form for Test Booklet/Writing Prompt*.
- ☑ Immediately report any missing writing prompts to the DDOT. Missing testing materials must be documented in the TIWAS or on the *Test Irregularity Form* (Appendix E).
- ☑ Have each Examiner (and Proctor, if applicable) sign the “Examiner’s/Proctor’s Affidavit” column of the *Examiner’s/Proctor’s Test Booklet Transmittal Form/Affidavit* and the *Examiner’s/Proctor’s Writing Prompt Transmittal Form/Affidavit*. These affidavits certify that each Examiner (and Proctor) has followed the proper procedures in administering the SOL *English: Writing* test to all students.

GROUP 3: Non-Secure Test Materials

After both testing sessions, Examiners are to return all non-secure materials to the STC.

- ☑ Verify that Examiners returned three groups of materials as follows.

NOTE: If applicable, place bundles of answer documents banded with the Out-of-School Answer Document Transmittal Form on top of the stack.



6.3 Check Materials Received from Examiners

6.3.1 Inspect paper-banded groups of answer documents

Each bundle of answer documents should be wrapped with a paper band.

PAPER BAND EXAMPLE	
School	<div style="border-bottom: 1px solid black; display: inline-block; width: 80%;">Oaktown High School</div>
Grade	<div style="border-bottom: 1px solid black; display: inline-block; width: 80%;">EOC—English: Writing</div>
	<div style="border-bottom: 1px solid black; display: inline-block; width: 80%;">_____ of _____</div>

- ☒ Check to see that each Examiner has printed the school, test level, and subject on the paper bands. If the Examiner has not entered the information, refer to the completed SSID sheet and print the requested information on the paper bands.

Some schools may receive paper bands that have a blank to complete “Name of Teacher.” This information is optional. Score reports will not be delayed if any information on a paper band is omitted.

Examiners have been instructed to leave “_____ of _____” blank. The STC will complete this information following instructions in Section 6.4.2.



IMPORTANT: Bundle each of the groups of answer documents by EOC English: Writing, term graduate/first testing opportunity, and term graduate/second opportunity with a separate SSID sheet and paper band.

- ☒ In packaging, do not bind answer documents with clips or rubber bands; they will damage answer document edges.

6.3.2 Verify information on Scoring Service Identification Sheets (SSID sheets or “headers”)

The orange SSID sheet will be used with (1) Regular Test Forms, (2) Special Test Forms (Braille, large-print, regular-audio), (3) alternate forms used for irregularities that require retesting, and (4) answer documents for term graduates/first-opportunity testers and term graduates/second-opportunity testers.

The STC is responsible for ensuring that SSID sheets are completed accurately by the Examiners. A sample SSID sheet is in Appendix F.

NOTE: The *Out-of-School Answer Document Transmittal Form* is used in lieu of an SSID sheet for bundling answer documents of students from other schools within and outside of the division.

- ☒ Review the SSID sheets as follows:
 - There must be one preprinted orange SSID sheet for every paper-banded bundle. SSID sheets must be the computer-generated, pre-coded SSID sheets received from Harcourt Assessment, Inc. If any photocopied SSID sheets are found, contact your DDOT to obtain an unused, pre-coded SSID sheet. If an SSID sheet is missing, complete one for the bundled group.
 - All used/marked answer documents should be bundled in the manner described in Section 6.4 of the *Examiner’s Manuals*.

- All information printed and coded on Side 1 of each SSID sheet must be complete and accurate. See the *Examiner's Manuals* for complete instructions.
- Verify that the information pre-coded by Harcourt Assessment, Inc. (division name, division code, city, state, school name, school code, and grade) is correct. The grade should be pre-coded and computer-generated. Make sure the grade matches that bundle of answer documents. If the grade is blank, complete the circle for the proper grade level.

The SCHOOL NAME and SCHOOL CODE fields that are pre-coded by Harcourt **may not be altered**. *Alteration of these fields will require resolutions with the DDOT and may cause delays in the reporting of your SOL test results.*

Follow your local instructions regarding whether Side 2 of the SSID sheet is to be completed. If so, make sure that the information is completed accurately.

- In the NUMBER OF DOCUMENTS field, verify that an accurate count of scorable answer documents is printed and properly coded on each SSID sheet. Numbers are to be right-justified. Enter zeros to the left of the number to completely fill the four-digit field. For example, 32 answer documents would be printed and coded as "0032." The total count of scorable answer documents must include documents for all students, both tested and (if applicable) non-tested.

To avoid unnecessary delays in report processing, the submitted count of answer documents entered in the NUMBER OF DOCUMENTS field must be accurate. If you are uncertain about which answer documents to count, ask your DDOT.

- An orange SSID sheet must be completed for each group of answer documents. Answer documents for regular and Special Test Forms (Braille, large-print, and regular-audio), and administrations using the alternate multiple-choice form for irregularities that require retesting should be bundled together.

Answer documents for students participating in Term Graduate Administrations must be bundled separately with an orange SSID sheet. For example, answer documents from the "first opportunity testers" should be bundled with an orange SSID sheet. The answer documents from the "second opportunity testers" should be bundled separately with a different orange SSID sheet.

6.3.3 Inspect answer documents

- ☒ Make sure that all Examiners have inspected students' answer documents.
- ☒ Perform spot checks to ensure that all answer documents are undamaged, complete, and contain all appropriate student identification information. Careful inspection of the students' answer documents will help prevent scoring delays.
 - Inspect answer documents for improper marks. All marks to be read by the scanners must be very dark. Marks made with ballpoint pen, felt-tipped pen, or hard or colored pencils will not be scanned. Darken all light marks with a soft-lead (No. 2) pencil, **but DO NOT ALTER THE STUDENTS' RESPONSES IN ANY WAY.**
 - In the multiple-choice answer sections, stray marks must be completely erased. Scanning machines are extremely sensitive and can sometimes pick up stray marks and erasures as intended responses. When a student has made a change, make sure that the unwanted response is completely erased, **but DO NOT ALTER THE STUDENTS' RESPONSES IN ANY WAY.**
 - Remove any extraneous materials or loose sheets of paper from the section that contains the writing response.
 - Loose papers will not be scored.
 - Ensure that the demographic sections are coded as described in Section 4.14.

6.3.4 Ensure proper orientation of scannable answer documents

- ☒ Make sure that the completed SSID sheet and the answer documents are in the proper position. One corner of each answer document has been cut at an angle. The orange SSID sheet is printed with one corner shaded. All answer documents should be stacked with the corner cuts lined up.
- ☒ If not aligned, pull the sheet(s) that is not positioned properly from the stack, turn it so that the corner-cut is aligned with the other answer documents, and return it to the stack.

6.4 Prepare and Transmit Set A—Scorable Test Materials

The following sections describe preparation of all test materials for delivery to the DDOT after testing. For ease of assembly, materials are grouped into two different sets: Set A for scorable materials and Set B for non-scorable materials.

- ☒ After all scorable answer documents have been inspected and organized as described in Sections 6.3.3 and 6.3.4, assemble and return them to the DDOT.
- ☒ Do not pack voided answer documents with Set A scorable materials.

6.4.1 Complete the School Master File Sheet(s)

IMPORTANT: If applicable, the *Out-of-School Answer Document Transmittal Form* is used in lieu of the *School Master File Sheet* for bundle(s) of answer documents from other schools within and outside of the division.

- ☒ Verify the number of EOC *English: Writing* bundled groups and the total number of answer documents within each bundle.
- ☒ Ensure that irregularity testing material (SSID sheets and answer documents), if any, must remain with the appropriate bundles.
- ☒ Complete the *School Master File Sheet*. A sample is in Appendix F of this manual. Enter the number of bundled groups in the NUMBER OF GROUPS column and the total number of answer documents in the NUMBER OF DOCUMENTS column.

The counts you enter on the *School Master File Sheet* will be used by the DDOT to help verify whether your school's delivery of answer documents is complete. **If an incorrect count is recorded, processing at the Scoring Center may be delayed until accurate numbers are determined.**

The count of answer documents must include a document for each enrolled student, including those who did not take the tests.

- ☒ If you are uncertain about how to make these counts, ask your DDOT.

6.4.2 Pack the bundles of answer documents

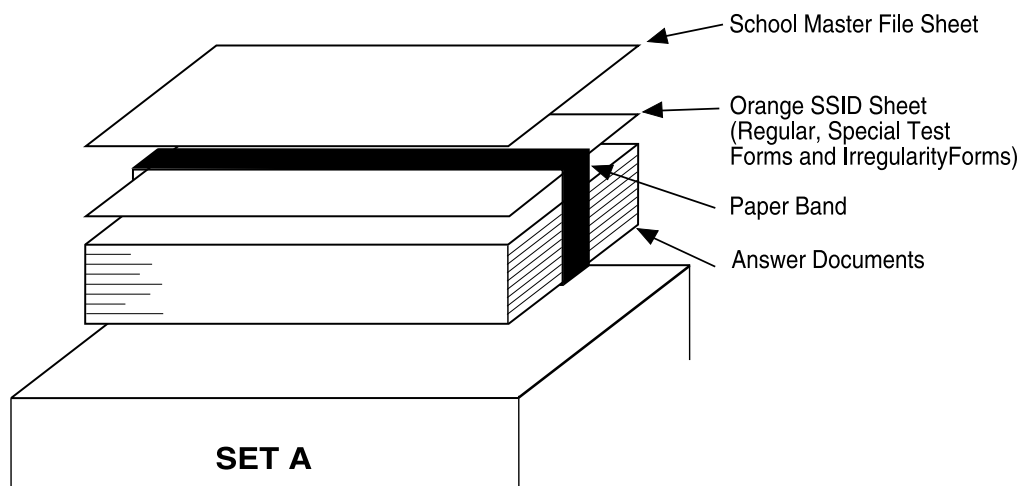
- ☒ Apply the following five steps for packing the bundles of answer documents:
 - ☐ Number the bundles sequentially in the spaces marked “___ of ___” on the paper bands: for example, “1 of 2” and “2 of 2.” Make sure that answer documents are not bound with staples, clips, or rubber bands, which will damage the edges of the scannable documents.
 - ☐ If applicable, place bundles of answer documents banded with the *Out-of-School Answer Document Transmittal Form(s)* on top of the stack.

- ☐ Using the original shipping cartons received from Harcourt or given to you by the DDOT, place a *School Master File Sheet* followed by bundles of answer documents for Term Graduates/first opportunity and Term Graduates/second opportunity testers; Regular Test Forms and Special Test Forms, including testing irregularities and students NOT tested. Continue to follow the last three steps below.
If more than one grade level was tested in your school, place the higher grade on top of the lower grade's bundles of answer documents as shown for Regular Test Forms, Special Test Forms, testing irregularities, and students NOT tested.
- ☐ On the side of each carton, use a permanent marker to print "Set A."
- ☐ Cartons may be closed, but seal them only in such a manner that will allow the DDOT to open them easily upon receipt.
- ☐ Return all Set A cartons to your DDOT as directed in your local instructions.

PACKING DIAGRAM

This example illustrates packing for a school in which EOC tests have been administered. Bundles of term graduates materials (SSID sheets and answer documents), if any, may be packed in the same carton with other scorable materials.

NOTE: If applicable, place bundles of answer documents banded with the Out-of-School Answer Document Transmittal Form on top of the stack.



6.5 Prepare and Transmit Set B—Non-Scorable Test Materials

- ☒ Use the following steps to assemble and return non-scorable test materials to your DDOT.
 - ☐ Count all test booklets and record the total for EOC *English: Writing* by grade level on the *School Transmittal Form for Test Booklet/Writing Prompt* (Appendix B) in the "STC Returned" column. Then complete the *School Quantity Discrepancy Report* in Appendix G to verify that you are returning the same quantity of test booklets that you received.
 - ☐ Check the appropriate box in each of the five sections of the *School Quantity Discrepancy Report*. If a discrepancy has occurred, complete the blanks to describe it. Attach a photocopy of any cover sheet that indicates a discrepancy.
 - ☐ Do **not** include special test forms kits (Braille, large-print, regular-audio, or audiotape versions) because they will be counted on a separate transmittal form, the *School Transmittal Document for Special Test Forms/Prompts Kits* (Appendix B).
 - ☐ If you have students who had an accommodation for recording their answers in their test booklets, these test booklets must be retained in the DDOT's office in a secure location until scores are returned and verified. Bundle these test booklets separately with a note to the DDOT to this effect.

Place these test booklets on top of the others you are returning to your DDOT. Note on the *School Quantity Discrepancy Report* the number of test booklets that are to be retained for this purpose.

- ☐ Starting with packages that have been opened, count all EOC *English: Writing* prompts by prompt number. Record each count on the *School Transmittal Form for Test Booklet/Writing Prompt* (Appendix B). Then complete the *School Quantity Discrepancy Report* (Appendix G) to verify that you are returning the same quantity of prompts that you received.
- ☐ Check the appropriate box in each of the five sections of the *School Quantity Discrepancy Report*. If a discrepancy has occurred, complete the blanks to describe it. Attach a photocopy of any cover sheet that indicates a discrepancy.
- ☐ Do **not** include special writing prompts because they will be counted on a separate *School Transmittal Document for Special Test Forms/Prompts Kits* (Appendix B).
- ☐ If you are returning packages of prompts that did not have to be opened, leave them sealed, but be sure to include the unopened packages in your count.
- ☐ For security purposes, do **not** pack used/unused answer documents, manuals, or other materials in any carton that contains secure test booklets or writing prompts. Test booklets and writing prompts may be packed together in a carton, but it is preferred that this be avoided if possible.
- ☐ Photocopy the completed *School Transmittal Form for Test Booklet/Writing Prompt*. Attached any cover sheets with discrepancies noted. Return these with the originals to your DDOT.
- ☐ On the side of each carton, use a permanent marker to print “Set B.”
- ☐ Print “Transmittal Form Enclosed” on the outside of one of the cartons. Place the original transmittal form along with an extra copy inside this carton.
- ☐ The DDOT will forward the original transmittal form to the Scoring Center with the materials and keep an extra copy on file.
- ☐ After all Special Test Forms administrations are complete, the Examiner must return to you all copies of the Braille and/or large-print booklets, writing prompts (including Examiner’s copies of Braille and large-print test booklets and writing prompts), and regular forms with accompanying audiotapes.
- ☐ Upon receipt, you must verify by entering the number of kits returned in the “Quantity Received” column and initialing the “Kits Received—STC’s Initials” column of the *School Transmittal Document for Special Test Forms/Prompts Kits*.
- ☐ Upon receipt of the materials after testing, if any test booklet, writing prompt, audiotape, or examiner’s copy of the testing materials is missing, explain the shortage in the “Comments” column. Attach to this information the *Classroom Transmittal Document for Special Test Forms/Prompts Kits* (Appendix B) that you received from the DDOT.
- ☐ Return the original completed *School Transmittal Document for Special Test Forms/Prompts Kits* to the DDOT along with the Braille, large-print, and regular test booklets, writing prompts (including Examiner’s copies of Braille and large-print secure materials), and/or audiotapes.
- ☐ Return Set B to your DDOT by the date specified in your local instructions.
- ☐ Cartons may be closed, but seal them only in such a manner that will allow the DDOT to open them easily upon receipt.

6.6 Dispose of Other Test Materials

- ☒ Follow your DDOT’s instructions regarding the disposition of the following non-secure materials:
 - *Test Implementation Manual*
 - all *Examiner’s Manuals*
 - scratch paper
 - unused answer documents
 - damaged answer documents marked “VOID”
- ☒ See Table 6, *STC Disposition of Test Materials*, for instructions on the proper disposition of all testing materials.

6.7 Prepare and Transmit SOL Affidavits and Forms

- ☑ After all materials are received and logged in, and after each Examiner or Proctor has signed the “Examiner’s/Proctor’s Affidavit” column, forward these forms to your DDOT. The DDOT will keep these documents on file:
 - ***Examiner’s/Proctor’s Test Booklet Transmittal Forms/Affidavits*** (with completed, attached test booklet cover sheets)
 - ***Examiner’s/Proctor’s Writing Prompt Transmittal Forms/Affidavits*** (with completed, attached writing prompt cover sheets)
 - ***School Division Personnel Test Security Agreement (Including Examiners/Proctors)***
 - Each Examiner and Proctor who administered the SOL *English: Writing* test was required to read the *Test Security Guidelines* in Appendix A and sign the *School Division Personnel Test Security Agreement (Including Examiners/Proctors)* also in Appendix A, collect completed *School Division Personnel Test Security Agreement (Including Examiners/Proctors)* forms. This security agreement acknowledges that the Examiners and Proctors exercised the necessary precautions to ensure the security of the SOL *English: Writing* test content and all test materials. Interpreters and all individuals involved in transcriptions of student responses must also read and sign the test security agreement. All participating Examiners are instructed to forward the completed and signed forms to you.
 - ***School Affidavit***
After all test materials have been returned to your DDOT, complete the *School Affidavit* in Appendix A, sign and date it, and have the building principal sign and date it. This form must be returned to the DDOT by the date specified in your local instructions.

Table 6. STC Disposition of Test Materials

	Item(s)	Required signatures	Disposition
Scorable test materials	<ul style="list-style-type: none"> Completed answer documents SSID sheet School Master File Sheets Out-of-School Answer Document Transmittal Form 	None	Packed in cartons labeled “Set A-EOC” and returned to the DDOT per local instructions.
Non-scorable, secure test materials	<ul style="list-style-type: none"> School Transmittal Form for Test Booklet/Writing Prompt, School Quantity Discrepancy Report, and copies of cover sheets with discrepancies (2 copies of each) Test booklets/writing prompts Braille and large print test booklets/prompts and audiotapes Braille and large print Examiners’ copies 	STC	Packed in cartons labeled “Set B” and returned to the DDOT per local instructions.
Required forms	<ul style="list-style-type: none"> Examiner’s/Proctor’s Test Booklet Transmittal Form/Affidavit, and Examiner’s/Proctor’s Writing Prompt Transmittal Form/Affidavit (with completed, attached test booklet and writing prompt cover sheets) 	Examiners/STC (NOTE: Only Examiner’s signature is required on cover sheets for test booklets/prompts)	Returned to the DDOT per local instructions.
	<ul style="list-style-type: none"> Classroom Transmittal Document for Special Test Forms/Prompts Kits 	Examiners/STC	
	<ul style="list-style-type: none"> School Transmittal Document for Special Test Forms/Prompts Kits 	STC/DDOT	
	<ul style="list-style-type: none"> School Division Personnel Test Security Agreements (Including Examiners/Proctors) 	Examiners/Proctors	
	<ul style="list-style-type: none"> School Affidavits 	STC/Principal	
Non-scorable, non-secure test materials	<ul style="list-style-type: none"> Unused answer documents and damaged answer documents marked “VOID” Unused SSID sheets 	N/A	Disposed per local instructions.
	<ul style="list-style-type: none"> Student’s used scratch paper 	N/A	Destroyed per local instructions.
	<ul style="list-style-type: none"> Examiner’s Manuals Test Implementation Manual 	N/A	Destroyed per local instructions.
	<ul style="list-style-type: none"> Test Irregularity Forms (if used) 	N/A	Submitted to DDOT within 24 hours of occurrence.

7. SPECIFIC DUTIES OF THE DDOT: AFTER TESTING

The DDOT is responsible for the prompt and secure receipt of all test materials from each school and shipment of these materials in accordance with published deadlines.



IMPORTANT: Remember that scorable answer documents and non-scorable secure test booklets/writing prompts will be shipped to different locations:

Scorable answer documents will be shipped to the Harcourt Scoring Center in **Iowa City, Iowa**. **Non-scorable, secure test booklets/writing prompts** will be shipped to the Harcourt Scoring Center in **San Antonio, Texas**.

After all testing sessions have been completed in all schools, the DDOT's primary responsibilities will be to:

- organize all schools' answer documents for return to the Harcourt Scoring Center in Iowa City, Iowa
- account for and return **all copies** of the secure test booklets and writing prompts to the Harcourt Scoring Center in San Antonio, Texas
- dispose of the remaining non-secure test materials

7.1 Receive Set A—Scorable Answer Documents

- ☒ STCs are to transmit their Set A scorable answer documents to you as soon as possible after all test sessions have concluded, including all make-up sessions. Each school's bundle(s) of answer documents should include an orange SSID sheet and *School Master File Sheet*.
- ☒ Using the original shipping cartons in which materials were delivered, the STCs have been instructed to repackage the bundles of answer documents for the school. See Section 6.4, Prepare and Transmit Set A—Scorable Test Materials. The STC has been instructed to:
 - Bundle *Out-of-School Answer Document Transmittal Form* with the answer documents of students from other schools within and outside of the division. Place these bundles on top of the stack in Box #1.
 - Repackage the bundles of answer documents for the school. Label all cartons of scorable answer documents as Set A.
 - Place the appropriate completed *School Master File Sheet* on top of Box #1 of answer documents.
 - Close all shipping cartons in such a manner that will allow you to re-open them easily upon receipt.

Answer documents for students participating in Term Graduate Administrations should be bundled separately. For example, answer documents from the "first opportunity testers" should be bundled with an orange SSID sheet. The answer documents from the "second opportunity testers" should be bundled separately with a different orange SSID sheet. All term graduate bundles (SSID Sheet and answer documents) may be packed in the same carton with other bundles of answer documents.

- ☒ Upon receipt of the Set A scorable answer documents from each school, **separate them from any non-scorable materials that are not to be shipped to the Scoring Center**, such as test booklets, loose papers, manuals, and affidavits. **Any loose papers in answer documents will not be scored.**
- ☒ Ship scorable answer documents to the Iowa City Scoring Center **as soon as possible after all testing in the division is completed, but no later than July 28, 2006**. Make sure that STCs know the schedule you have set for receipt of Set A materials that will allow this shipment to take place as scheduled.
- ☒ Ship all Set A scorable answer documents from all schools in the division according to the instructions in Sections 7.2–7.6.

7.1.1 Out-of-school/Out-of-division scorable materials

- ☑ Place the answer documents for students within your division with the appropriate school's scorable materials. Remove the *Out-of-School Answer Document Transmittal Form* and bundle answer documents with an SSID sheet and paper band, labeled with their school's name and EOC *English: Writing* test.
- ☑ Place the answer documents for the students that are out-of-division in separate paper bands, labeled with their school's name and EOC *English: Writing* test. Remove the *Out-of-School Answer Document Transmittal Form* and replace it with the *Out-of-Division Answer Document Transmittal Form* (Appendix G). This information will enable the scoring center to associate the scores of these students with their specific school and division rather than the summer school division.
- ☑ Set aside the *Out-of-School Answer Document Transmittal Form(s)* and keep for your records. Ship only the *Out-of-Division Answer Document Transmittal Form(s)*.
- ☑ Using the *Out-of-Division Answer Document Transmittal Form*, bundle all answer documents from school(s) within a division with the transmittal form and band. Use a different transmittal form for each division.
- ☑ Place these banded bundles of answer documents on top of your division's materials in Box #1.

7.2 Verify Scorable Answer Documents from Schools

- ☑ Working with one school's materials at a time, separate the answer document bundles by grade level. Make sure that you keep each school's answer document bundles together with its *School Master File Sheet*.
- ☑ Work through the following steps **separately** for the *School Master File Sheets* and then for the *Division Master File Sheets*. The following information must be carefully verified for **each school and grade** to ensure proper and timely scoring of answer documents.

7.2.1 School Master File Sheet

- ☑ Each *School Master File Sheet* must display the total number of EOC *English: Writing* bundled groups and the total number of scorable documents for students both tested and not tested for each grade level within the school.
- ☑ Verify that the number of bundles and the total counts of scorable answer documents recorded by the STC are correct. Answer documents for students who did not test are to be included in this shipment and in the counts recorded on this form.



IMPORTANT: Resolve any discrepancy immediately. Incorrect counts transferred to your *Division Master File Sheet*, as explained in Section 7.2.2, can result in “alerts” at the Scoring Center that will delay reporting of your SOL *English: Writing* test results.

7.2.2 Division Master File Sheet

- ☑ After a school's *School Master File Sheet* has been verified, record the number of groups for each grade level on the *Division Master File Sheet*. See the samples in Appendix F. Leave the FOR SCORING CENTER USE boxes blank.
- ☑ Set aside the school's *School Master File Sheet* and keep it for your records.
- ☑ Ship only the *Division Master File Sheet*.

7.2.3 Paper-banded groups of answer documents

- ☑ Verify that every paper band displays the corresponding school name and grade.

Remember that if there is more than one bundle per grade, the paper bands are to be sequentially numbered (i.e., “1 of X,” “2 of X,” and so on) by grade.

7.2.4 Scoring Service Identification Sheets (SSID sheets or “header sheets”)

An orange SSID sheet may be used for any bundle of answer documents (Regular Test Forms, Special Test Forms (Braille, large-print, and regular-audio), including administrations using the alternate form for irregularities that require retesting, and Term Graduate/First-Opportunity and Term Graduate/Second-Opportunity testers).



IMPORTANT: *The Out-of-Division Answer Document Transmittal Form is used in lieu of an SSID sheet and the Division Master File Sheet for students from other school divisions.*

- ☑ SSID sheets must be the computer-generated, pre-coded SSID sheets received from Harcourt. If any photocopied SSID sheets are found, or if an SSID sheet is missing, use pre-coded SSID sheets provided in your DDOT Kit. If you do not have any more pre-coded SSID sheets, please call the Harcourt Customer Support Center at 1-800-763-2306.
- ☑ Verify that there is a pre-coded orange SSID sheet for every paper-banded bundle of answer documents. See the sample in Appendix F.
- ☑ Ensure that answer documents for each of the two attempts term graduates are permitted are bundled separately under an SSID sheets. For example, answer documents from the first opportunity should be bundled with an SSID sheet. The answer documents from the second opportunity should be bundled separately with a different SSID sheet.
- ☑ Side 1 of each SSID sheet must be complete and accurate. The *Examiner’s Manuals* carry all instructions for completing this form.
- ☑ Verify that the pre-coded information (division name, division code, city and state, school name, school code, and grade) is correct.
- ☑ The GRADE field should be preprinted and computer-coded. Make sure the indicated grade on the SSID sheet corresponds to the answer documents in the bundle.
- ☑ The NUMBER OF DOCUMENTS field on each SSID sheet must be coded correctly and accurately.
- ☑ Spot check to ensure that accurate counts of scorable documents have been entered by each school, that the entered counts include students who did not test, and that these counts are right-justified in the columns. Enter zeros to the left of the number to completely fill the four-digit field. For example, 32 answer documents would be printed and coded as “0032.”
Incorrect counts could cause delays in the reporting of your SOL test results.
- ☑ Ensure that your local instructions regarding Side 2 information have been followed.



IMPORTANT: *The SCHOOL NAME and SCHOOL CODE fields as preprinted by Harcourt may not be altered. Alteration of these fields will require that Harcourt contact you for resolution and may cause delays in the reporting of your SOL English: Writing test results.*

7.2.5 Quad 8888 SSID Sheets

In some cases you may need to test “outplaced” students (those students who have been placed in a facility outside your division for instruction). These students are not carried on the rolls of any school, but your division is responsible for them.

- ☑ If you have a need to test “outplaced” students, request an “8888” SSID sheet from your Harcourt Program Coordinator. Answer documents submitted under an “8888” SSID sheet will be included in your division’s summary reports but not in the summary of any school.

7.3 Check for Proper Orientation of Scannable Documents

- ☑ Ensure that the completed SSID sheet and the answer documents are in the proper position. One corner of each answer document has been cut at an angle. The orange SSID sheet is printed with one corner shaded. All answer documents should be stacked with the corner cuts lined up.
- ☑ If not aligned, pull the sheet(s) that is not positioned properly from the stack, turn it so that the corner-cut is aligned with the other answer documents, and return it to the stack.



IMPORTANT: Improper orientation of the scannable documents could result in damage during the scanning process and delay reporting of SOL English: Writing test results.

7.4 Pack Scorable Answer Documents

Scorable answer documents for all EOC *English: Writing* tests, including term graduates, may be shipped together.

7.4.1 Division Master File Sheet

- ☑ After all cartons are packed, place the appropriate *Division Master File Sheet* at the **top of the carton to be labeled “1 of X.”**
- ☑ Verify that the number of groups from all schools has been recorded on the *Division Master File Sheet*.
- ☑ Do **not** ship the *School Master File Sheets*. Retain these for your records.

7.4.2 Proper sequence for packing scorable materials

Schools and grade levels should be packed in the order in which they are printed on the *Division Master File Sheet*.

- ☑ Do not intermix materials from different schools or different grade levels. They must remain in proper sequence. Cartons may be filled by putting more than one school’s materials into a single carton as long as the materials remain in proper sequence.
- ☑ If optional scoring services are requested, include the appropriate Order Form for Optional Scoring Services (OSS) directly behind the *Division Master File Sheet* in Box #1, as shown in the packing diagram.

7.4.3 Out-of-division scorable materials

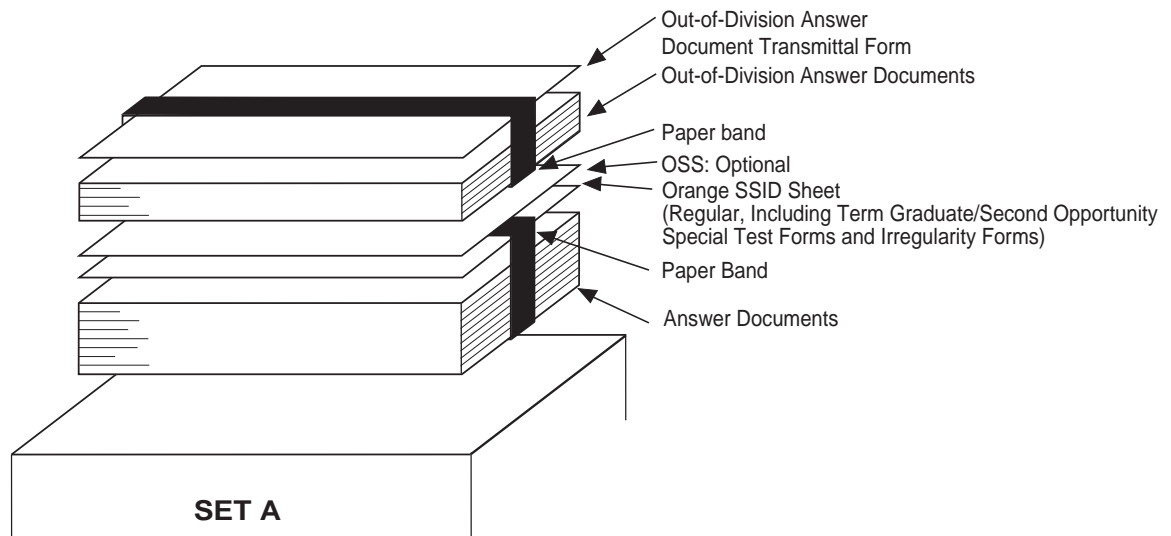
- ☑ Ensure that the *Out-of-Division Answer Document Transmittal Form(s)* are accurate. This will enable the scoring center to associate the scores of these students with their “home” school/division rather than the summer school division.
- ☑ Prepare the out-of-division answer documents for shipping. Using the *Out-of-School Answer Document Transmittal Form(s)* prepared by STCs, list all out-of-division answer documents on the *Out-of-Division Answer Documents Transmittal Form(s)* for each division and make a copy for your record.
- ☑ Bundle the original transmittal form on top of each stack of EOC *English: Writing* answer documents (for all schools within a division).
- ☑ Place these bundle(s) on top of your school division’s testing materials in Box #1.

PACKING DIAGRAM

The following illustration is an example of the proper packing sequence of scorable materials.

Make sure you keep each school’s bundles of answer documents separate.

The Regular Test Forms, Special Test Forms, *Irregularity*, and Students NOT Tested answer documents should be bundled together using an orange SSID sheet, packaged under their own *Division Master File Sheet*, and shipped using blue “Virginia SOL *English: Writing* Test Scorable Answer Documents” labels.



7.5 Prepare to Ship Scorable Answer Documents

- ☒ Ship all of your division's scorable answer documents at one time and as soon as possible after testing (including make-up testing) is completed, **but no later than July 28, 2006.**
- ☒ Use sturdy shipping cartons. If they remain in good condition, you can re-use the cartons in which your materials were delivered.
- ☒ Securely tape all edges of each carton to help ensure that they do not break open in shipment. If any carton is not completely full, fill the empty space with crumpled paper. **Do not use plastic or foam "peanuts."**
- ☒ Affix a **blue** "Virginia SOL English: Writing Test Scorable Answer Documents" label (included in your DDOT Kit) to the top of **each** sealed carton. On **each** label, enter the name of your school division in the corresponding blank.

NOTE: Do not use the **green** labels, which will identify return shipments of non-scorable materials, for this shipment.

- ☒ Count the cartons. Then, in the space provided on the label, number the cartons sequentially. Begin with the carton that contains the *Division Master File Sheet*. This carton will be "1 of X," with the remaining cartons numbered "2 of X," "3 of X," and so on.
- ☒ Find the preprinted UPS Next Day Air Shipping Documents that were included in your DDOT Kit.



IMPORTANT: The UPS Next Day Air Shipping Documents display an Iowa City, Iowa, address and must be used for this shipment of scorable answer documents. Do not ship answer documents using the UPS GroundTrac labels or via U.S. Mail or any other carrier. Use of the UPS GroundTrac labels for this shipment will result in your scorable materials being shipped to the wrong location and delay your division's receipt of the SOL English: Writing test results.

- ☒ Use the following steps to complete and affix one UPS Shipping Document to each carton.
 - ☐ Review the preprinted information in Part 1 ("Shipment From") of each UPS Next Day Air Shipping Document. If any of this information is incorrect, make the necessary correction(s). **Be sure that your correct telephone number is displayed in Part 1.**
 - ☐ The Scoring Center's Iowa City address and Harcourt's billing account codes are preprinted on the UPS Shipping Document. If your preprinted Shipping Document is lost, you may use one that can be supplied by the UPS driver when he or she arrives.
 - ☐ If you find this to be necessary, call your Harcourt Virginia Program Coordinator to obtain the proper account number to avoid billing this shipment to your division.
 - ☐ Make sure that the cartons containing scorable answer documents are shipped to the following address:

**Harcourt Assessment, Inc.
SOL Scoring Center
2510 North Dodge Street
Iowa City, IA 52245**
 - ☐ Weigh the cartons, and enter the weight in Part 3. If a scale is not available, enter your **best estimate** of the carton's weight according to the information in Table 7.

Table 7. Weight Estimates

16-inch carton, full	32 pounds
8-inch carton, full 16-inch carton, half full	16 pounds
4-inch carton, full 8-inch carton, half full 16-inch carton, quarter full	8 pounds

- ☐ Sign and date Part 9 (“Shipper’s Signature”) of each UPS Next Day Air Shipping Document.
- ☐ Remove its backing and affix a completed UPS Next Day Air Shipping Document to the top of each carton.

7.6 Arrange UPS Pickup of Scorable Answer Documents

- ☒ Ship the answer documents by UPS using the instructions that follow.
 - ☐ If you have not already done so, contact UPS the day before you expect to have your shipment ready.



For answer document PICKUP, contact UPS toll-free 24 hours in advance at 1-800-214-0391. Use this 800 number only. DO NOT call the regular UPS pickup telephone number.

- ☐ Be sure to tell the UPS customer representative that the shipment is to be paid for by Harcourt (“Receiver” on the Shipping Document) and that you will be using preprinted Next Day Air Shipping Documents.
- ☐ If your building closes before 5 P.M., be sure to instruct UPS to arrive prior to 3 P.M.

If you need assistance from a UPS Representative, or if a UPS driver requests payment for this pickup, call toll-free 1-800-377-4877, extension 2422.

Before the UPS driver arrives, double-check the following:

- Has a blue SOL label been completed (including the carton number) and affixed to the top of each carton?
- Has a UPS Next Day Air Shipping Document been completed (including the estimated weight) and affixed to each carton?
- Store the sealed cartons in a locked, secure area until the UPS driver arrives. Make sure that someone will be on-site to meet the driver if you must leave. If you designate someone else to handle this UPS pickup, please provide him or her with a copy of this page of instructions.
- Be sure to keep the top copy of every UPS Shipping Document for your file. This will help to ensure that your shipment can be traced if necessary.

7.7 Receive and Pack Set B—Secure Test Booklets/Writing Prompts Returned by the STCs

- ☒ Remember the following very important points:
 - Set B must be shipped **no later than August 4, 2006**.
 - Use the UPS GroundTrac labels and **green** “Virginia SOL English: Writing Test Non-Scorable Secure Test Materials” labels that were included in your DDOT Kit.
 - **Do not ship Set B using the UPS Next Day Air labels or via U.S. Mail or any other carrier.**
- ☒ Verify that each STC has prepared Set B materials as outlined below prior to delivery to you.

Verify the following:

- Quantities of test booklets and writing prompts must have been recorded on the *School Transmittal Form for Test Booklet/Writing Prompt* and the *School Quantity Discrepancy Report* to explain any differences in the number of test booklets and writing prompts received and returned (see Section 6.2).
- All cartons containing test booklets and writing prompts were labeled as Set B.
- Both the original and a photocopy of the *School Transmittal Form for Test Booklet/Writing Prompt* and the *School Quantity Discrepancy Report* and copies of cover sheets noting a discrepancy were returned to you with the Set B materials.
- ☒ If students in your division were tested with regular audio, Braille, or large-print test booklets or their accompanying audiotapes, use the *School Transmittal Document for Special Test Forms/Prompts Kits* in Appendix B to verify that all of these Special Test Forms test materials have been returned by the STC.

All regular-print test booklets/prompts used with audiotapes, Braille, and large-print test booklets and their accompanying audiotapes, must be returned to Harcourt

- ☒ Upon receipt of each school’s materials, count the test booklets and writing prompts.
- ☒ Sign both the original and the copy of the *School Transmittal Form for Test Booklet/Writing Prompt* to verify your receipt.
- ☒ Keep the photocopies of the completed *School Transmittal Form for Test Booklet/Writing Prompt* and the *School Quantity Discrepancy Report* for your files and leave the original transmittal form and discrepancy report in the carton in which the materials will be shipped for return to Harcourt.



IMPORTANT: Remember that any lost test booklet or writing prompt must be reported to the Virginia Department of Education as a testing irregularity as soon as the problem is identified. **If the security procedures in all SOL manuals are followed closely, this should be a very rare occurrence.** Harcourt will conduct an accounting of all returned test booklets and writing prompts and advise the Virginia Department of Education of the results for all school divisions. The Virginia Department of Education will request an investigation of any testing improprieties, and implementation of a corrective action plan, as necessary.

- ☒ Prepare and package all unused, regular-print, secure materials for return shipment.
- ☒ Record counts of unused division regular-print secure materials on the *Division Inventory Transmittal Form for Test Booklet/Writing Prompt* in Appendix B.
- ☒ Prepare and package all unused Special Test Forms (Large Print), Braille, and Regular Audio) booklets/writing prompts, audio tapes, and Examiner’s copy of test booklets/prompts, for return shipment.

- ☒ Record counts of unused special test secure materials on the *Division Inventory Transmittal Form for Test Booklet/Writing Prompt* in Appendix B.
- ☒ Complete the *Division Quantity Discrepancy Report* in Appendix G.
- ☒ Check the appropriate box in each section to verify return of all division secure materials, transferred secure materials, and secure materials that must be retained in DDOT files until scores are received and verified.
- ☒ If a discrepancy has occurred, fill in the blanks to describe it. Use the *School Transmittal Form for Test Booklet/Writing Prompt* and/or the *School Transmittal Document for Special Test Forms/Prompts Kits* in Appendix B to return secure Special Test Forms test materials.
- ☒ Photocopy the *Division Quantity Discrepancy Report* for your records.
- ☒ Pack the originals inside Box #1 of your Set B cartons. Label the box “Transmittal Forms Enclosed.”

7.8 Organize and Ship Set B to the Scoring Center

- ☒ Working first with your division’s initial inventory of materials received, and then with one school’s materials at a time, use the following steps to organize and ship Set B.
 - ☐ The STC for this school should have indicated on one of the Set B cartons, “Transmittal Form Enclosed.” Consider this your very first carton in the series from the school.
 - ☐ Locate the green Virginia *Writing* non-scorable materials labels that were included in your DDOT Kit. On each green label, enter the name of your school division on the DIVISION NAME line. Affix one label to the top of each carton.
 - ☐ Next, on each green label, use a permanent marker to consecutively number the cartons for this school, beginning with the first Set B carton through the last Set B carton (#1, #2, #3, etc.). On the *Division Shipment Transmittal Form* (Appendix H), print the number range of the cartons for this school.
 - ☐ As you work through the school’s materials, check to see if each carton is completely full. If not, fill the empty space with crumpled paper.
Except for carton #1, seal each carton with strong packing tape. Now, set these cartons aside and begin working on cartons from the next school. **Exception:** After the first school’s materials have been packed, **all** cartons from the subsequently packed school(s) may be sealed with packing tape. Only the first carton packed for the first school (which is carton #1 of your shipment) needs to remain unsealed at this time.
 - ☐ Repeat the steps above for every school.
As you number the cartons, make sure that all carton numbers are **consecutive across the division**. For example, if the first school’s last carton was #3, the first carton for the second school will be #4.
 - ☐ Once the cartons from all schools have been organized and numbered, note the total number of cartons for the entire shipment. Record the total number of cartons on the *Division Shipment Transmittal Form*.
 - ☐ After first making a photocopy of it for your file, place the completed *Division Shipment Transmittal Form* **on top of the secure test booklets and writing prompts in the carton (#1) that has been left unsealed**. Carton #1 may now be closed and sealed.
This form will alert the Scoring Center to the total number of cartons included in your shipment. It also will aid the Scoring Center in conducting the security check to account for all secure test materials.
 - ☐ Set B must be shipped no later than August 4, 2006.
 - ☐ Locate the black and white UPS GroundTrac shipping labels (included in your DDOT Kit) and place one on each Set B carton. For your convenience, the black and white UPS GroundTrac shipping labels are preprinted with the origination and destination information.
 - ☐ Black and white UPS GroundTrac labels contain removable strips preprinted with the tracking numbers. Detach the strip with the tracking number for each UPS GroundTrac label and apply it to

the *Division Shipment Transmittal Form for UPS Tracking Number Labels*. When applying each label, indicate the number of the box to which the GroundTrac label will be applied (Appendix H).

- ☐ Contact UPS the day before you expect to have your shipment ready.
- ☐ Be sure to tell the Customer Representative that the shipment is to be paid for by Harcourt and that you will be using UPS GroundTrac Service.



IMPORTANT: For non-scorable, secure test materials PICKUP, contact UPS toll-free 24 hours in advance at 1-800-214-0391. Use only this 800 telephone number for proper service.

If you need assistance from a UPS Representative, or if a UPS driver requests payment for this pickup, call toll-free 1-800-377-4877, extension 2422.

7.9 Verify That You Have Received All Required Forms from All STCs

- ☒ In addition to the *School Transmittal Form for Test Booklet/Writing Prompt*, *School Quantity Discrepancy Report*, *School Transmittal Document for Special Test Forms/Prompts Kits*, and the *School Master File Sheets*, verify that STCs have submitted the following forms to you.
- ☒ Obtain as quickly as possible any that you may not have yet received:
 - *School Division Personnel Test Security Agreement (Including Examiner's/Proctor's)*
 - *Examiner's/Proctor's Test Booklet Transmittal Form/Affidavit*
 - *Examiner's/Proctor's Writing Prompt Transmittal Form/Affidavit*
 - Examiner's completed Test Booklet Package Cover Sheets (attached to *Examiner's/Proctor's Test Booklet Transmittal Form/Affidavit*)
 - Examiner's completed Writing Prompt Package Cover Sheets (attached to *Examiner's/Proctor's Writing Prompt Transmittal Form/Affidavit*)
 - *Classroom Transmittal Document for Special Test Forms/Prompts Kit*
 - *School Transmittal Form for Test Booklet/Writing Prompt*
 - *School Transmittal Document for Special Test Forms/Prompts Kits*
 - *School Affidavit*
- ☒ Retain these forms in your files.

7.10 Complete and Return School Division Affidavit

- ☒ Complete the *School Division Affidavit* (Appendix A).
- ☒ Return the signed affidavit to the Virginia Department of Education no later than **August 4, 2006**.

7.11 Review Disposition of All Test Materials

- ☒ The STC has been instructed to dispose of the following materials as directed by you:
 - *Test Implementation Manual*
 - *Examiner's Manuals*
 - scratch paper
 - unused answer documents
 - damaged answer documents marked "VOID"
 - ☒ You may have STCs dispose of these materials or you may have them returned to you.
 - ☒ With the exception of used scratch paper and answer documents marked "VOID," which must be shredded or burned, other materials may be recycled or thrown away. Make sure that your local instructions for disposition of these materials are clear in that regard.
- STCs may destroy the scratch paper at the school level, or you may collect it and destroy it yourself.
- ☒ Do **not** pack the materials listed above with the test booklets/writing prompts that are in Set B and returned to Harcourt.
- There is no requirement that you inspect any of these materials.

Table 8. DDOT Disposition of Test Materials

	Item(s)	Required signatures	Disposition
Scorable test materials	<ul style="list-style-type: none"> Completed answer documents/SSID sheets Division Master File Sheet OSS (Optional Scoring Services) 	None	Packed in cartons with blue labels and shipped by UPS Next Day Air to Iowa City, IA
Non-scorable, secure test materials	<ul style="list-style-type: none"> School Transmittal Form for Test Booklet/Writing Prompt and Division Inventory Transmittal Form for Test Booklet/Writing Prompts; cover sheets; School/Division Quantity Discrepancy Reports (originals) Test Booklets, writing prompts Braille and Large-Print Examiners' copies Division Shipment Transmittal Form 	DDOT	Packed and shipped with green labels by UPS GroundTrac to San Antonio, TX
	<ul style="list-style-type: none"> Braille, large-print test booklets and audiotapes Division Verification Receipt of Secure (Regular and Special) Testing Materials and Reorder Form 		
Required forms	<ul style="list-style-type: none"> Examiner's/Proctor's Test Booklet and Writing Prompt Transmittal Forms /Affidavits Classroom Transmittal Document for Special Test Forms/Prompts Kits School Transmittal Document for Special Test Forms/Prompts Kits 	Examiners/STC	Retained in DDOT's file
	<ul style="list-style-type: none"> School Division Personnel Test Security Agreement (Including Examiners/Proctors) 	Examiners/Proctors	
	<ul style="list-style-type: none"> School Master File Sheets School and Division Transmittal Form for Test Booklet/Writing Prompt; cover sheets; Division Inventory Transmittal Form for Test Booklet/Writing Prompt; School/Divisions Quantity Discrepancy Reports (copies) 	N/A	
	<ul style="list-style-type: none"> School Affidavits 	STC/Building Principal	
	<ul style="list-style-type: none"> School Division Affidavit 	DDOT/Division Superintendent	
	<ul style="list-style-type: none"> Test Irregularity Form(s) (if needed) 	STC/DDOT	
Non-scorable, non-secure test materials	<ul style="list-style-type: none"> Unused and voided answer documents Unused SSID sheets 	N/A	Disposed per local instructions
	<ul style="list-style-type: none"> Scratch Paper 	N/A	Destroyed per local instructions
	<ul style="list-style-type: none"> Examiner's Manuals Test Implementation Manuals 	N/A	Destroyed per local instructions

THANK YOU

We appreciate your time and effort in participating in
the Summer 2006 Standards of Learning Assessments for
EOC *English: Writing*.

Appendices

Appendix A

Test Security

<i>Test Security Guidelines</i>	65
<i>General Assembly Legislation</i>	66

Test Security School Forms

<i>School Division Personnel Test Security Agreement (Including Examiners/Proctors)</i>	68
<i>School Affidavit</i>	69

Test Security Division Forms

<i>School Division Test Security Agreement</i>	70
<i>School Division Affidavit</i>	71

APPENDIX A
VIRGINIA DEPARTMENT OF EDUCATION
STANDARDS OF LEARNING ASSESSMENT PROGRAM
SUMMER 2006

TEST SECURITY GUIDELINES

Listed below are guidelines to assist those persons involved in the administration of the Virginia Standards of Learning (SOL) Assessments (paper and online) in determining what actions may compromise test security.

1. Students must never be exposed to unreleased test items or to the answers to unreleased test items before or following test administration. **Using unreleased test items in any form (including rewording of such test items) is STRICTLY PROHIBITED.** If in doubt whether test items have been released, contact the Division Director of Testing for verification.
2. All persons are prohibited from providing students with the answer to any unreleased test item and from making any suggestion as to how to respond to a test item at any time, whether before, during, or after a test administration. This prohibition includes provision of clues, hints, and/or actual answers in any written, printed, verbal, and/or non-verbal form (including chalkboards, charts, and bulletin boards).
3. Examiners should receive test booklets/writing prompts only on the day of testing. Examiners are not to open sealed packages of writing prompts more than 30 minutes before the test session for the direct-writing component of the writing tests.
4. Examiners are not to improperly review test items or test booklets before, during, or after test administration. Examiners administering the paper multiple-choice *SOL* tests are not to look ahead in the test booklets.
5. Copying/printing/photographing **ALL OR ANY PART** of an SOL assessment or taking notes about the items included on an SOL assessment is **STRICTLY PROHIBITED.** As stated in the copyrights by the Commonwealth of Virginia Department of Education, testing materials may not be reproduced or used in any form or by any means, electronic or mechanical, including photocopying or recording or by any information storage or retrieval systems.
6. All persons are prohibited from logging into TestNav™ (the Web-based application) posing as a student, current or fabricated, to view any SOL assessments. Only a student whose name appears on a Student Authorization Ticket is permitted to log in and take an online assessment (not applicable for *Writing* tests).
7. The tests must be administered strictly in accordance with the instructions outlined in the SOL assessment manuals. This includes following proper procedures for using test manipulatives. Directions that are to be read to the students must be read exactly as written.
8. No test item that will be scored to obtain students' test results may be used as a sample or practice item for learning how to select responses. Sample items are included in the SOL assessments to familiarize students with the format of the items and the procedures for selecting their answers.
9. All persons are prohibited from attempting to formally or informally score SOL assessments.
10. All Examiners, Proctors, or Interpreters using a Proctor Authorization Ticket to administer an online Read-Aloud assessment to students requiring this accommodation are prohibited from answering test questions in the Web-based assessment before, during, or after the administration of the test (not applicable for *Writing* tests).
11. All persons are prohibited from changing students' answers to test items whether by providing hints or clues during a test administration, correcting wrong answers during a test administration, or by erasing or correcting answers or responses recorded/selected by the student.
12. All known violations of test security procedures shall be reported by phone, fax, or in writing. Call (804) 225-2102 to report violations by phone. Fax violation reports to (804) 371-8979. Written reports must be signed by the person making the report and addressed to the Division of Assessment and Reporting, Virginia Department of Education, P.O. Box 2120, Richmond, VA 23218-2120. The Virginia Department of Education will request an investigation of any test improprieties and implementation of an action plan as necessary. All corrective action plans must be submitted to the Division of Assessment and Reporting.

Please read legislation passed by the Virginia General Assembly (§22.1-19.1 Actions for violations of test security procedures and §22.1-292.1 Violation of test security procedures: revocation of license) regarding the repercussions of violating test security.

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Revised March 2006

Appendix A, continued

Please read legislation passed by the Virginia General Assembly (§22.1-19.1 Actions for violations of test security procedures and §22.1-292.1 Violation of test security procedures: revocation of license) regarding the repercussions of violating test security.

§ 22.1-19.1. Action for violations of test security procedures.

- A. The Office of the Attorney General, on behalf of the Board of Education, may bring a cause of action in the circuit court having jurisdiction where the person resides or where the act occurred for injunctive relief, civil penalty, or both, against any person who knowingly and willfully commits any of the following acts related to secure mandatory tests required by the Board to be administered to students:
1. Permitting unauthorized access to secure test questions prior to testing;
 2. Copying or reproducing all or any portion of any secure test booklet;
 3. Divulging the contents of any portion of a secure test;
 4. Altering test materials or examinees' responses in any way;
 5. Creating or making available answer keys to secure tests;
 6. Making a false certification on the test security form established by the Department of Education; or
 7. Participating in, directing, aiding or abetting, or assisting in any of the acts prohibited in this section.
- For the purpose of this subsection, “secure” means an item, question, or test that has not been made publicly available by the Department of Education.
- B. Nothing in this section may be construed to prohibit or restrict the reasonable and necessary actions of the Board of Education, Superintendent of Public Instruction or the Department of Education or their agents or employees engaged in test development or selection, test form construction, standard setting, test scoring, reporting test scores, or any other related activities which, in the judgment of the Superintendent of Public Instruction or Board of Education, are necessary and appropriate.
- C. Any person who violates any provisions of this section may be assessed a civil penalty not to exceed \$1,000 for each violation; however, any person whose administrative or teaching license has been suspended or revoked pursuant to § 22.1-292.1 shall not be assessed a civil penalty for the same violation under this section.

All civil penalties paid to the Commonwealth pursuant to this section shall be deposited into the Literary Fund. (2000, cc. 634, 659; 2004, cc. 939, 955.)

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Appendix A, continued

Please read legislation passed by the Virginia General Assembly (§22.1-19.1 Actions for violations of test security procedures and §22.1-292.1 Violation of test security procedures: revocation of license) regarding the repercussions of violating test security.

§ 22.1 - 292.1. Violation of test security procedures: revocation of license.

- A. The Board of Education may suspend or revoke the administrative or teaching license it has issued to any person who commits any of the following acts knowingly and willfully with the intent to compromise secure mandatory tests administered to students as required by this title or by the Board of Education:
1. Giving unauthorized access to secure test questions;
 2. Copying or reproducing all or any portion of any secure test booklet;
 3. Divulging the contents of any portion of a secure test;
 4. Coaching or assisting examinees during testing or altering examinees' responses in any way;
 5. Making available any answer keys;
 6. Failing to follow test security procedures established by the Department of Education;
 7. Providing a false certification on any test security form required by the Department of Education;
 8. Retaining a copy of secure test questions; and
 9. Participating in, directing, aiding, assisting in, or encouraging any of the acts prohibited by this section.

For the purposes of this section, "secure test" means an item, question, or test that has not been made publicly available by the Department of Education.

Nothing in this section shall be construed to prohibit educational personnel from providing input to administrators or other authorized personnel, including school board members and members of the General Assembly, except when done in a manner that violates test integrity or security regarding the accuracy, clarity, or propriety of test items or test administration procedures.

- B. Nothing in this section shall be construed to prohibit or restrict the reasonable and necessary actions of the Board of Education, the Superintendent of Public Instruction, or the Department of Education in test development or selection, test form construction, standard setting, test scoring and reporting, or any other related activities which, in the judgment of the Superintendent of Public Instruction or the Board of Education, are necessary and appropriate.
- C. Any suspension or revocation imposed for the acts enumerated in this section shall be rendered pursuant to Board regulations promulgated pursuant to the Administrative Process Act (§ 9-6.14:1 et seq. and § 22.1-298), governing the licensure of teachers.

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**STANDARDS OF LEARNING (SOL) ASSESSMENTS
SUMMER 2006**

**SCHOOL DIVISION PERSONNEL TEST SECURITY AGREEMENT
(INCLUDING EXAMINERS/PROCTORS)**

I acknowledge that I will have access to the Standards of Learning (SOL) Assessments for the purpose of administering an SOL test. I also acknowledge that I have read, understand, and agree to adhere to the *Test Security Guidelines* for the SOL test. I understand that these materials are highly secure, and it is my professional responsibility to protect their security as follows:

1. I will not divulge the contents of the test to anyone.
2. I will not improperly review test items or test booklets/writing prompts, copy or take notes about any part of the test.
3. I will not allow access to the test materials to any student or to any other person not so authorized by the School Test Coordinator.
4. I will not alter students' responses in any way.
5. I will not provide answers to test items or any other improper assistance to students.
6. If serving as an Examiner for online Read-Aloud test sessions, I will not answer test questions in the Web-based assessment before, during, or after the administration of the test.
7. I understand my Login ID and password for the Virginia SOL Web-based Assessments are secure and must remain confidential.
8. I have read the legislation passed by the Virginia General Assembly (§ 22.1-19.1 Action for violations of test security procedures and § 22.1-292.1 Violation of test security procedures: revocation of license).
9. I understand that if test security procedures and guidelines are not followed, my license may be suspended or revoked or I may be assessed a civil penalty for each violation.

Interpreters and all individuals involved in transcriptions of student responses must also read and sign the test security agreement.

Signed: _____

Print Name: _____

Position: _____ School: _____

Division: _____ Date: _____

Appendix A, continued

STANDARDS OF LEARNING (SOL) ASSESSMENTS
SUMMER 2006 ENGLISH: WRITING TEST

SCHOOL AFFIDAVIT

DIVISION NAME: _____

SCHOOL NAME: _____

The school affidavit must be signed and dated by the STC and the building principal. Return to the Division Director of Testing who must keep the signed school affidavits on file.

SCHOOL AFFIDAVIT

I certify that, to my knowledge, no one in the school building has improperly reviewed, copied, reproduced, altered the students' responses, or had unauthorized access to the SOL Assessments test items, test booklets /writing prompts. All SOL test booklets, writing prompts, and scorable answer documents, and all other secure test materials have been returned to the Division Director of Testing as directed in the *Test Implementation Manual*.

STC Name (printed or typed):	STC's Signature:	Date:
Building Principal's Name (printed or typed):	Building Principal's Signature:	Date:

The STC may keep a copy of the completed form for the school files.

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Appendix A, continued

**STANDARDS OF LEARNING (SOL) ASSESSMENTS
SUMMER 2006 ENGLISH: WRITING TEST**

SCHOOL DIVISION TEST SECURITY AGREEMENT

SEND VIA FAX

TO: Virginia Program Coordinator, Harcourt
(Toll-Free Fax No. 1-800-547-2059)

NO. PAGES: _____
(Including Cover Sheet)

FROM: _____ **DDOT NAME:** _____
(School Division Name) (Please Print)

The Virginia school division named above acknowledges that the Summer 2006 SOL Assessments are secure tests and agrees to the following conditions of use to ensure the test's security:

1.
 - a. The school division will take all necessary precautions to safeguard all test materials by limiting access to persons within the school division with a responsible, professional interest in the test's security.
 - b. All persons having access to the SOL TESTING materials (other than students to whom the test is administered) will read the legislation passed by the Virginia General Assembly (§22.1-19.1 Actions for violations of test security procedures and §22.1-292.1 Violation of test security procedures: revocation of license), will read the security guidelines, complete and sign the appropriate security agreements, affidavits, and transmittal forms as instructed in the Test Implementation Manual, Web-based Testing Manual, Examiner's Manuals, and will observe all other security-related procedures established and required by the Virginia Department of Education. Copies of all completed testing forms, security agreements, and affidavits will be kept on file in the school division office.
2.
 - a. The school division will keep the test materials in locked storage, except on actual testing date(s), limiting access to those responsible for their security and to students taking the test.
 - b. Secure student test booklets and writing prompts will be delivered to schools no earlier than 96 hours (four days) prior to testing. School Test Coordinators will deliver the test booklets to Examiners no sooner than the date of testing. Examiners will not open sealed packages of writing prompts more than 30 minutes before the test session for the direct-writing component of the writing test.
 - c. Test materials will be kept secure until they are actually distributed to students.
 - d. In no case will students be permitted to remove test materials from the room where testing takes place.
3. The school division will not disclose or allow to be disclosed the contents of the test instrument.
4. The school division will take all necessary precautions to ensure that students' responses are not altered in any way.
5. Upon completion of testing, the school division will ensure that all test materials are returned by school personnel to the designated Division Director of Testing.

By signing my name to this document, I am assuring the Virginia Department of Education and Harcourt Assessment, Inc. that I, and anyone having access to the SOL test materials will abide by the above conditions.

BY: _____	BY: _____
TITLE: Division Director of Testing	TITLE: Division Superintendent
DATE: _____	DATE: _____

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**STANDARDS OF LEARNING (SOL) ASSESSMENTS
SUMMER 2006 ENGLISH: WRITING TEST**

SCHOOL DIVISION AFFIDAVIT

FAX THIS AFFIDAVIT NO LATER THAN August 4, 2006:

**TO: VIRGINIA DEPARTMENT OF EDUCATION
DIVISION OF ASSESSMENT AND REPORTING
FAX 1-804-371-8978**

SCHOOL DIVISION NAME:

The school division affidavit must be signed and dated by the Division Director of Testing (DDOT) and the school division superintendent.

SCHOOL DIVISION AFFIDAVIT

I certify that, to my knowledge, no one in the school division has improperly reviewed, copied, reproduced, altered the students' response, or had unauthorized access to the SOL Assessments test items, test booklets or writing prompts. All SOL test booklets, writing prompts, and scorable answer documents have been returned to the division office as directed in the *Test Implementation Manual*.

DDOT Name (printed or typed):	DDOT's Signature:	Date:
Division Superintendent Name (printed or typed):	Division Superintendent's Signature:	Date:

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Appendix B

Division Forms

<i>Division Verification Receipt of Non-Secure Testing Materials and Reorder Form</i>	<i>75</i>
<i>Division Verification Receipt of Secure (Regular and Specials) Testing Materials and Reorder Form.....</i>	<i>79</i>
<i>Division Inventory Transmittal Form for Test Booklet/Writing Prompt.....</i>	<i>81</i>
<i>Sample Test Booklet Package Cover Sheet</i>	<i>83</i>
<i>Sample Writing Prompt Package Cover Sheet</i>	<i>84</i>
<i>Division Transmittal Form for Test Booklet/Writing Prompt</i>	<i>85</i>

School Forms

<i>School Verification Receipt of Non-Secure Testing Materials and Reorder Form</i>	<i>87</i>
<i>School Transmittal Form for Test Booklet/Writing Prompt</i>	<i>89</i>
<i>School Transmittal Document for Special Test Forms/Prompts Kits</i>	<i>91</i>

Classroom Forms

<i>Examiner's/Proctor's Test Booklet Transmittal Form/Affidavit</i>	<i>93</i>
<i>Examiner's/Proctor's Writing Prompt Transmittal Form/Affidavit</i>	<i>95</i>
<i>Classroom Transmittal Document for Special Test Forms/Prompts Kits</i>	<i>97</i>

APPENDIX B
STANDARDS OF LEARNING (SOL) ASSESSMENTS
SUMMER 2006 ENGLISH: WRITING TEST

**DIVISION VERIFICATION RECEIPT OF NON-SECURE
TESTING MATERIALS AND REORDER FORM (Page 1/3)**

TO: Virginia Program Coordinator, Harcourt
(Toll-Free Fax No. 1-800-547-2059)

NO. PAGES: _____
(Including Cover Sheet)

DATE: _____, 2006

FROM: _____
(School Division Name) (Division Code)

DDOT NAME: _____

DDOT Instructions: 1) Complete Section 1 below. 2) After receiving all schools' verification/reorder forms, if additional non-secure testing materials are needed from Harcourt, complete Section 2.

3) Additional orders may be placed via the Spectrum at <http://spectrum.harcourt.com> or faxed to Harcourt at 1-800-547-2059, **NO LATER THAN July 11, 2006.**

(NOTE: Do **not** send **school** verification/reorder forms to Harcourt.)

SECTION 1. Verification of Shipment: After receipt and verification of your division's Summer 2006 shipment(s) of non-secure SOL *English: Writing* test materials, please complete the information requested below.

Date(s) shipment(s) were delivered to your office: _____	
As indicated on the packing list, all copies of the non-secure SOL <i>English: Writing</i> test materials were received in this shipment. If "No," indicate missing materials or discrepancies.	(Check One) <input type="checkbox"/> Yes <input type="checkbox"/> No
<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black;"></div>	
The carrier made "inside delivery" of the shipment, and my staff and I were satisfied with the manner of delivery. If "No," indicate the problems you experienced.	(Check One) <input type="checkbox"/> Yes <input type="checkbox"/> No
<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black;"></div>	

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**STANDARDS OF LEARNING (SOL) ASSESSMENTS
SUMMER 2006 ENGLISH: WRITING TEST**

**DIVISION VERIFICATION RECEIPT OF NON-SECURE
TESTING MATERIALS AND REORDER FORM**

DIVISION NAME: _____ **DIVISION NUMBER:** _____

SECTION 2. Reorder of Non-Secure Materials: If additional quantities of any non-secure materials are needed enter the **total** quantities needed in the appropriate box(es) below.

	Ungraded	End-of-Course
<i>Writing Test Implementation Manual (for DDOTs and STCs)</i>		N/A
<i>Examiner's Manuals</i>	N/A	
Answer documents	N/A	
<i>Division Master File Sheet</i>	N/A	
<i>School Master File Sheets</i>	N/A	
Scoring Service ID/SSID (header) Sheets	N/A	
Paper Bands		N/A
Writing Blue Scorable Return Labels		N/A
Writing Green Non-Scorable Return Labels		N/A
UPS Next Day Air Shipping Labels		N/A
UPS GroundTrac Shipping Labels		N/A

Additional orders may be placed via the Spectrum at <http://spectrum.harcourt.com> or faxed to Harcourt at 1-800-547-2059. You will receive confirmation from Harcourt once your order is received.

DDOT Signature: _____ **Date:** _____

Attach additional pages as necessary.

This page may be photocopied.

**STANDARDS OF LEARNING (SOL) ASSESSMENTS
SUMMER 2006 ENGLISH: WRITING TEST**

***DIVISION VERIFICATION RECEIPT OF NON-SECURE
TESTING MATERIALS AND REORDER FORM***

DIVISION NAME: _____ **DIVISION NUMBER:** _____

Section 2, continued

Instructions:

*SSID sheets and ***Division/School Master File Sheets*** – For each sheet required, provide the school name(s), school number(s), grade(s), and quantity needed:

SCHOOL NAME	School Number	SUBJECT	SSID Quantity	Division MFS	School MFS

Attach additional pages as necessary.

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**STANDARDS OF LEARNING (SOL) ASSESSMENTS
SUMMER 2006 ENGLISH: WRITING TEST**

**DIVISION VERIFICATION RECEIPT OF SECURE (REGULAR and SPECIALS)
TESTING MATERIALS AND REORDER FORM**

SEND VIA FAX

TO: Virginia Program Coordinator, Harcourt
(Toll-Free Fax No. 1-800-547-2059)

NO. PAGES: _____
(Including Cover Sheet)

DATE: _____, 2006

FROM: _____
(School Division Name) (Division Code)

DDOT NAME: _____

DDOT Instructions: **1)** Complete Section 1 below. **2)** After receiving all schools' verification/reorder forms, if additional secure testing materials are needed from Harcourt, also complete Section 2.
3) Additional orders may be placed via the Spectrum Portal at <http://spectrum.harcourt.com> or faxed to Harcourt at 1-800-547-2059, **NO LATER THAN 1:00 PM EST, July 11, 2006.**
(NOTE: Do **not** send **school** verification/reorder forms to Harcourt.)

SECTION 1. Verification of Shipment: After receipt and verification of your division's Summer 2006 shipment of secure SOL *English: Writing* test materials, please complete the information requested below.

Date(s) shipment(s) were delivered to your office: _____	
As indicated on the packing list, all copies of the secure SOL <i>English: Writing</i> test materials were received in this shipment. If "No," indicate missing materials or discrepancies.	(Check One) <input type="checkbox"/> Yes <input type="checkbox"/> No
_____ _____ _____	
The carrier made "inside delivery" of the shipment, and my staff and I were satisfied with the manner of delivery. If "No," indicate the problems you experienced.	(Check One) <input type="checkbox"/> Yes <input type="checkbox"/> No
_____ _____ _____	

continued

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**STANDARDS OF LEARNING (SOL) ASSESSMENTS
SUMMER 2006 ENGLISH: WRITING TEST**

***DIVISION VERIFICATION RECEIPT OF SECURE (REGULAR and SPECIALS)
TESTING MATERIALS AND REORDER FORM***

DIVISION NAME: _____ **DIVISION NUMBER:** _____

Instructions:

SECTION 2. Reorder of Secure Materials: If additional quantities of any secure materials are needed, print the **total** quantities needed for all schools and your division overage in the appropriate box(es) below.

TITLE		Regular	Regular Audio Kit	Large-Print Kit	Braille Kit
EOC	Main Writing Prompt				
	Alternate Writing Prompt				
EOC	Main Writing Multiple-Choice Test Booklet				
	Alternate Writing Multiple-Choice Test Booklet				

Additional orders may be placed via the Spectrum at <http://spectrum.harcourt.com> or faxed to Harcourt at 1-800-547-2059. You will receive confirmation from Harcourt once your order is received. Additional orders will no longer be shipped via overnight unless written approval is given by the Virginia Department of Education. Orders will be processed and shipped ground within ten days of receipt of the additional order. Depending on when the additional order is placed, it may arrive the same day as your initial order, but it will have a separate packing list.

DDOT Signature: _____ **Date:** _____

Attach additional pages as necessary.

This page may be photocopied.

**STANDARDS OF LEARNING (SOL) ASSESSMENTS
SUMMER 2006 ENGLISH: WRITING TEST**

<i>DIVISION INVENTORY TRANSMITTAL FORM FOR TEST BOOKLET/WRITING PROMPT</i>

Before testing, this form is for use by the DDOT when checking in the division bulk shipments from Harcourt. After testing, this form and the *Division Quantity Discrepancy Report*, in Appendix G, are for use by the DDOT after all testing materials have been returned from the STCs to reconcile the secure materials received from and with those returned to Harcourt. The completed *Division Inventory Transmittal Form for Test Booklet/Writing Prompt* and the *Division Quantity Discrepancy Report* are to be returned to Harcourt as directed below.

BEFORE TESTING:

1. Record the total counts of regular-print test booklets and prompts shown on all packing lists of the division's bulk shipments in the "Packing List Quantity" column.
2. Prior to distributing these test booklets/prompts, record the total counts received in the division in the corresponding "DDOT Received" column of this form.

AFTER TESTING:

1. Enter the total number of regular-print test booklets and prompts packed for return shipment in the corresponding "DDOT Returned" column. Then complete the *Division Quantity Discrepancy Report* in Appendix G for **all** regular-print test booklets/prompts received in both regular and overage shipments. If any test booklet/writing prompt is lost, a *Test Irregularity Form* must be submitted to the Virginia Department of Education. **Do not mark in the "Scoring Center Only" column.**
2. Photocopy this form and the *Division Quantity Discrepancy Report* for your records. Pack the originals inside box #1 of the division's Set B cartons. Label the box "Transmittal Forms Enclosed."
3. **The DDOT must sign and date the bottom of this form.**

**STANDARDS OF LEARNING (SOL) ASSESSMENTS
SUMMER 2006 ENGLISH: WRITING TEST**

***DIVISION INVENTORY TRANSMITTAL FORM
FOR TEST BOOKLET/WRITING PROMPT***

Division Name: _____ School Name: _____

Grade/Item	Packing List Quantity	Test Booklets Total Numbers			Packing List Quantity	Writing Prompts Total Numbers		
		DDOT Received	DDOT Returned	DO NOT USE Scoring Center ONLY		DDOT Received	DDOT Returned	DO NOT USE Scoring Center ONLY
EOC Writing Test Booklets (Main Form)								
EOC Writing Test Booklets (Alternate Form)								
EOC Prompt (Main Form)								
EOC Prompt (Alt Form)								

DDOTs Signature: _____ Date: _____

SAMPLE TEST BOOKLET PACKAGE COVER SHEET



END OF COURSE
ENGLISH: WRITING
SET XXXXXX
Cover Sheet

NOTES TO EXAMINER:

- THIS PACKAGE CONTAINS THE FOLLOWING FORM:
XXXXX
- AFTER OPENING THIS PACKAGE **BUT** BEFORE DISTRIBUTING ITS CONTENTS TO STUDENTS:
 1. Count the number of test booklets contained in this package.
 2. Check the **one** box that is applicable and explain any discrepancy.



There were 5 test booklets
in this package.



There were **NOT** 5 test booklets
in this package.
Discrepancy: _____

3. Signature: _____ Date: _____
4. Return this cover sheet to the STC along with all enclosed test booklets immediately after the testing session has concluded.

COVER SHEET ISBN: 999XXXXXXX

Only test booklets with **IDENTICAL** form numbers MAY be used for the read-aloud administration.

PKG SIZE: 5
ISBN: 999XXXXXXX

SAMPLE WRITING PROMPT PACKAGE COVER SHEET



END OF COURSE
ENGLISH: WRITING
PROMPT XXXXXXXX
Cover Sheet

NOTES TO EXAMINER:

- THIS PACKAGE CONTAINS THE FOLLOWING PROMPT:
XXX
- AFTER OPENING THIS PACKAGE **BUT** BEFORE DISTRIBUTING ITS CONTENTS TO STUDENTS:
 1. Count the number of writing prompts contained in this package.
 2. Check the **one** box that is applicable and explain any discrepancy.



There were **10** writing prompts
in this package.



There were **NOT 10** writing prompts
in this package.

Discrepancy: _____

3. Signature: _____ Date: _____
4. Return this cover sheet to the STC along with all enclosed writing prompts immediately after the testing session has concluded.

COVER SHEET ISBN: 999XXXXXXX

**These prompts MAY be used
for read-aloud administration.**

PKG SIZE: 10
ISBN: 999XXXXXXX

Appendix B, continued

STANDARDS OF LEARNING (SOL) ASSESSMENTS
SUMMER 2006 ENGLISH: WRITING TEST

DIVISION TRANSMITTAL FORM FOR TEST BOOKLET/WRITING PROMPT

Before testing, this form is for use by the DDOT to transfer test booklets/writing prompts to each STC.

DIVISION NAME: _____

SCHOOL NAME: _____

1. **Transmit a copy of this form to each school in which the SOL *English: Writing* test is being administered.** Make photocopies as necessary.
2. **Prior to delivering secure test materials to the STC,** fill in the box below with the number of cartons of test booklets/writing prompts being delivered to the STC.
3. **Deliver this form to the STC along with the test materials.**
4. Upon receipt of test booklets/writing prompts and this form from the DDOT, the STC must verify that the number of test booklet/writing prompt cartons entered on this form is correct. **If incorrect, resolve the inconsistency immediately.** If correct, or once any inconsistency is resolved, the STC must sign and date this form.
5. The STC must return the completed form to the DDOT **immediately**.
6. The DDOT will keep this form on file.

Number of Cartons Delivered to STC

STC Signature: _____ **Date:** _____

DDOTs Signature: _____ **Date:** _____

This page may be photocopied.

Appendix B, continued

STANDARDS OF LEARNING (SOL) ASSESSMENTS
SUMMER 2006 ENGLISH: WRITING TEST

SCHOOL VERIFICATION RECEIPT OF NON-SECURE
TESTING MATERIALS and REORDER FORM

TO: _____
(DDOT Name)

NO. PAGES: _____
(Including Cover Sheet)

SCHOOL NAME: _____

STC NAME: _____

DATE: _____, 2006

STC INSTRUCTIONS: 1) Complete Section 1 below. 2) If additional testing materials are needed, complete Section 2. 3) Fax or deliver this form to your DDOT as soon as possible, but **NO LATER THAN July 7, 2006.**

SECTION 1. VERIFICATION OF SHIPMENT: After receipt and verification of your school's Summer 2006 shipment of non-secure SOL *English: Writing* testing materials, please complete the information requested below.

Date(s) shipment(s) were delivered to your office: _____

As indicated on the packing list, all copies of the secure SOL *English: Writing* test materials were received in this shipment. If "No," indicate missing materials or discrepancies.

(Check One)

☐ Yes

☐ No

The carrier made "inside delivery" of the shipment, and my staff and I were satisfied with the manner of delivery. If "No," indicate the problems you experienced.

(Check One)

☐ Yes

☐ No

SECTION 2. Reorder of Materials: If additional quantities of any materials are needed, print the quantity in the box(es) below.

Materials	Ungraded	End-of-Course
<i>Writing Test Implementation Manual (for DDOT and STC)</i>		N/A
<i>Examiner's Manuals</i>	N/A	
Answer documents	N/A	
<i>School Master File Sheets</i>	N/A	
Scoring Service ID/SSID Sheets (or header sheets)	N/A	
Paper Bands		N/A

Attach additional pages as necessary.

This page may be photocopied.

**STANDARDS OF LEARNING (SOL) ASSESSMENTS
SUMMER 2006 ENGLISH: WRITING TEST**

SCHOOL TRANSMITTAL FORM FOR TEST BOOKLET/WRITING PROMPT
--

*Before testing, this form is for use by the DDOT when distributing test booklets and writing prompts to the STC.
After testing, this form is for use by the STC when returning test booklets and writing prompts to the DDOT.*

Division Name: _____ **School Name:** _____

STC Instructions**BEFORE TESTING:**

Before distributing test booklets/writing prompts to any Examiner, record the counts shown on packing lists in the "Packing List Quantity" column. Then record the total counts of test booklets and writing prompts received in the school in the corresponding "STC Received" column. Do not count Special Forms Test Kits; they are recorded on a separate transmittal form. If additional test booklets and/or prompts are received from the DDOT after you have received your school's boxes, be sure to add those counts to the original counts.

AFTER TESTING:

1. Enter the total number of test booklets and writing prompts packed for return shipment in the corresponding "STC Returned" column. Use this form to record counts of regular-print test booklets and writing prompts. Complete the *School Quantity Discrepancy Report* in Appendix G of this manual. See Section 7.9 of this manual for instructions on returning the Braille and large-print versions and their accompanying audiotapes. **Do not mark in the "Scoring Center Only" column.**
2. This form, including the *School Quantity Discrepancy Report* and a photocopy must be returned to the DDOT. Include these materials inside a Set B carton that you have labeled "Transmittal Forms Enclosed."
3. If any test booklet/prompt is lost, a *Test Irregularity Form* must be submitted immediately to your DDOT.
4. **The STC and DDOT must sign and date the bottom of this form.**

**STANDARDS OF LEARNING (SOL) ASSESSMENTS
SUMMER 2006 ENGLISH: WRITING TEST**

SCHOOL TRANSMITTAL FORM FOR TEST BOOKLET/WRITING PROMPT

Division Name: _____ School Name: _____

Grade/Item	Packing List Quantity	Test Booklets Total Numbers			Packing List Quantity	Writing Prompts Total Numbers		
		STC Received	STC Returned	DO NOT USE Scoring Center ONLY		STC Received	STC Returned	DO NOT USE Scoring Center ONLY
EOC Writing Test Booklets (Main Form)								
EOC Writing Test Booklets (Alternate Form)								
EOC Prompt (Main Form)								
EOC Prompt (Alt Form)								

STC Signature: _____ Date: _____

DDOT Signature: _____ Date: _____

This page may be photocopied.

Appendix B, continued

**STANDARDS OF LEARNING (SOL) ASSESSMENTS
SUMMER 2006 ENGLISH: WRITING TEST**

SCHOOL TRANSMITTAL DOCUMENT FOR SPECIAL TEST FORMS/PROMPTS KITS

*Before testing, this form is for use by the DDOT when distributing Special Test Forms/Prompts Kits to the STC.
After testing, this form is for use by the STC when returning secure Special Test Forms/Prompts Kits to the DDOT.*

SCHOOL NAME: _____								
	Regular Audio Kit	Braille Kit	Large- Print Kit	Kits Received		Kits Returned		Comments
				Quantity Received	STC's Initials ¹	Quantity Received	DDOT's Initials ²	
EOC Writing Multiple-Choice								
EOC Writing Prompt								

Refer to the packing list to determine total number of kits.

¹ Before test administration

² After test administration

BEFORE TESTING: Verify the receipt of secure Special Test Forms/Prompts Kits at the school.

STC Signature: _____ DDOT Signature: _____ Date: _____

AFTER TESTING: Verify the return of secure Special Test Forms/Prompts Kits to the DDOT.

STC Signature: _____ DDOT Signature: _____ Date: _____

NOTES for STC:

1. At the close of administration, this completed page must be forwarded to your DDOT where it will be kept on file.
2. This page may be photocopied.

**STANDARDS OF LEARNING (SOL) ASSESSMENTS
SUMMER 2006 ENGLISH: WRITING TEST**

EXAMINER'S/PROCTOR'S TEST BOOKLET TRANSMITTAL FORM/AFFIDAVIT

Directions

School Test Coordinators: Use the form on the reverse side to sign test booklets out to and in from Examiners/Proctors in your school. Provide your division name, school, grade level, and test name.

- ☐ 1. List each Examiner's/Proctor's name in the far-left column.
- ☐ 2. List the number of test booklets assigned to each Examiner/Proctor.
- ☐ 3. The Examiner/Proctor should initial the "Out" column when receiving test booklets.
- ☐ 4. The STC must initial the "In" column at the end of the day when test booklets are returned. Both the Examiner/Proctor and STC should count or otherwise verify the number of test booklets distributed before initialing this form.

5. EXAMINER'S/PROCTOR'S AFFIDAVIT

After testing is completed, have each Examiner/Proctor read the following statements and sign the "Examiner's/Proctor's Affidavit" column certifying the following:

- ☐ a. I administered the Standards of Learning (SOL) Assessments test according to the directions in the *Examiner's Manual*.
- ☐ b. I kept all materials secure when in my possession.
- ☐ c. I did not conduct any inappropriate test preparation activities with students that would invalidate their performance or give them an undue advantage over others.
- ☐ d. I did not alter students' responses in any way.
- ☐ e. I have read the statements above and understand that I am certifying that they are true by signing the "Examiner's/Proctor's Affidavit" on the reverse side.

(Over)

**STANDARDS OF LEARNING (SOL) ASSESSMENTS
SUMMER 2006 ENGLISH: WRITING TEST**

EXAMINER'S/PROCTOR'S TEST BOOKLET TRANSMITTAL FORM/AFFIDAVIT

Division Name: _____ School: _____

Grade Level: _____

Note: Numbers at the top of each column correspond to steps listed on the previous page.

(1) Examiner's Name (Proctor's Name)	(2) Test Booklet Quantity	(3) OUT — EXAMINER'S/ PROCTOR'S INITIALS	(4) IN — STC'S INITIALS	(5) EXAMINER'S/PROCTOR'S AFFIDAVIT Examiners and Proctors are to sign in this column only AFTER reading statements a–e on the previous page.

NOTES TO STC:

1. At the close of test administration, this completed page must be forwarded to your DDOT, who will keep it on file.
2. This page may be photocopied.

**STANDARDS OF LEARNING (SOL) ASSESSMENTS
SUMMER 2006 ENGLISH: WRITING TEST**

EXAMINER'S/PROCTOR'S WRITING PROMPT TRANSMITTAL FORM/AFFIDAVIT

Directions

School Test Coordinators: Use the form on the reverse side to sign writing prompts out to and in from Examiners/Proctors in your school.

- ☐ 1. List each Examiner's/Proctor's name in the far-left column.
- ☐ 2. List the number of writing prompts assigned to each Examiner/Proctor.
- ☐ 3. The Examiner/Proctor should initial the "Out" column when receiving writing prompts.
- ☐ 4. The STC must initial the "In" column at the end of the day when writing prompts are returned. Both the Examiner/Proctor and STC should count or otherwise verify the number of writing prompts distributed before initialing this form.
- 5. **EXAMINER'S/PROCTOR'S AFFIDAVIT: After testing is completed, have each Examiner/Proctor read the following statements and sign the "Examiner's/Proctor's Affidavit" column certifying the following:**
 - ☐ a. I administered the Standards of Learning (SOL) Assessments test according to the directions in the *Examiner's Manual*.
 - ☐ b. I kept all materials secure when in my possession.
 - ☐ c. I did not conduct any inappropriate test preparation activities with students that would invalidate their performance or give them an undue advantage over others.
 - ☐ d. I did not alter students' responses in any way.
 - ☐ e. I have read the statements above and understand that I am certifying that they are true by signing the "Examiner's/Proctor's Affidavit" on the reverse side.

(Over)

**STANDARDS OF LEARNING (SOL) ASSESSMENTS
SUMMER 2006 ENGLISH: WRITING TEST**

EXAMINER'S/PROCTOR'S WRITING PROMPT TRANSMITTAL FORM/AFFIDAVIT

Division Name: _____ **School:** _____

Grade Level: _____

Directions: Numbers at the top of each column correspond to the steps listed on the previous page.

(1) Examiner's Name (Proctor's Name)	(2) Writing Prompt Quantity	(3) OUT — EXAMINER'S/ PROCTOR'S INITIALS	(4) IN — STC'S INITIALS	(5) EXAMINER'S/PROCTOR'S AFFIDAVIT Examiners and Proctors are to sign in this column only AFTER reading statements a–e on the previous page.

NOTES TO STC:

1. At the close of test administration, this completed page must be forwarded to your DDOT, who will keep it on file.
2. This page may be photocopied.

**STANDARDS OF LEARNING (SOL) ASSESSMENTS
SUMMER 2006 ENGLISH: WRITING TEST**

CLASSROOM TRANSMITTAL DOCUMENT FOR SPECIAL TEST FORMS/PROMPTS KITS

For use by the STC when distributing Special Test Forms Kits to the Examiners/Proctors prior to testing, and for use by the Examiner when returning Special Test Forms materials to the STC following testing.

Directions

School Test Coordinators: After testing is completed, have each Examiner/Proctor read the following statements and sign the “Examiner’s/Proctor’s Affidavit.”

Examiner’s/Proctor’s Affidavit

- a. I administered the Standards of Learning (SOL) Assessment test according to the directions in the *Examiner’s Manual*.
- b. I kept all materials secure when in my possession.
- c. I did not conduct any inappropriate test preparation activities with students that would invalidate their performance or give them an advantage over other students.
- d. I did not alter students’ responses in any way.
- e. I have read the statements about and understand that I am certifying that they are true.

Examiners are to sign only AFTER
reading statements a–e above.

Examiner’s/Proctor’s Signature

NOTES TO STC:

1. At the close of administration, this completed page must be forwarded by your DDOT, where it will be kept on file.
2. This page may be photographed.

**STANDARDS OF LEARNING (SOL) ASSESSMENTS
SUMMER 2006 ENGLISH: WRITING TEST**

CLASSROOM TRANSMITTAL DOCUMENT FOR SPECIAL TEST FORMS/PROMPTS KITS

For use by the STC when distributing Special Test Forms Kits to the Examiner's/Proctor's prior to testing, and for use by the Examiner when returning Special Test Forms materials to the STC following testing.

	SCHOOL NAME: _____							
	EXAMINER'S NAME: _____							
	Regular Audio Kit	Braille Kit	Large- Print Kit	Kits Received		Kits Returned		Comments
			Quantity Received	STC's Initials¹	Quantity Received	DDOT's Initials²		
EOC Writing Multiple-Choice								
EOC Writing Prompt								

Refer to the packing list to determine the total number of kits.

¹ Before test administration

² After test administration

Appendix C

Sample Demographic Pages

Sample Demographic Page of an End-of-Course Student	
Answer Document	101

Appendix D

Special Test Accommodations Codes

Special Test Accommodations Codes (EOC <i>English: Writing</i> Test)	105
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APPENDIX D
STANDARDS OF LEARNING (SOL) ASSESSMENTS
SUMMER 2006 ENGLISH: WRITING TEST

Special Test Accommodations Codes
End-of-Course *English: Writing* Test

Limited English Proficient (LEP)	Students with Disabilities (SWD)	Available for Online Testing	Answer document circle number	
•	•	Writing tests are not available online.	1	Flexible schedule (includes breaking during test and multiple test sessions)
•	•		2	group size
•	•		3	environmental modifications (e.g., special lighting, noise buffers, use of study carrel)
•	•		4	visual aids (e.g., magnifying glass, templates to show only one item at a time)
L	•		5	amplification equipment (e.g. hearing aid or auditory trainer)
L	•		6	large-print test
•	•		7	assistance with directions (i.e., simplifying or clarifying directions)
L	•		8	increased size of answer circles (e.g., enlarged copy of answer document)
L	•		9	Braille test/Braille answer document
•	•		10	Reading in English of test items (except for <i>English: Reading</i>). If Plan calls for reading <i>English: Reading</i> test aloud, see #14
•	•		11	audiotape version of test items (except for <i>English: Reading</i>). If Plan calls for using audiotape version of the <i>English: Reading</i> , see # 15
L	•		12	Interpreting (e.g., signing, transliteration) test items (except for <i>English: Reading</i>). If Plan calls for interpreting <i>English: Reading</i> , see #16
L	•		13	communication board/pictorial presentation
			14	Reading test items in English on the <i>English: Reading</i> <i>Non-standard</i>
			15	using audiotape version of the <i>English: Reading</i> <i>Non-standard</i>
			16	Interpreting (e.g., signing, transliteration) test items on the <i>English: Reading</i> <i>Non-standard</i>
•	S		17	bilingual dictionary <i>Non-standard</i>
•	•		18	mark in test booklet or student responds verbally
			19	math aids (e.g., abacus, manipulatives)
L	•		20	large-diameter pencil, special pencil, pencil grip
L	•		21	respond by word processor, typewriter, Braille
L	•		22	augmentative communication device
L	•		23	Spelling aids: spelling checker, spelling dictionary
L	•		24	tape recorder (pre-writing only)
•	•		25	dictation in English to a scribe (direct-writing sample only)
			26	use of calculator or arithmetic tables (grades 3, 4, 5, 6, and 7 math computation on the section of the test that does not allow a calculator)
•	•		27	Other (must obtain prior approval from VDOE)
			A	Not Available DO NOT COMPLETE
•	•		B	Other (must obtain prior approval from VDOE)

	Black squares in either column indicate accommodations that are <u>not available for these tests</u> . DO NOT COMPLETE
S	Unless also identified as LEP, these accommodations are <u>not available for students with disabilities</u> . DO NOT COMPLETE
L	Unless also identified as SWD, these accommodations are <u>not available for LEP students</u> . DO NOT COMPLETE
•	These accommodations are available as needed.

This page may be photocopied.

Appendix E

Test Irregularity Form

<i>Test Irregularity Form</i>	109
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APPENDIX E
STANDARDS OF LEARNING (SOL) ASSESSMENTS
SUMMER 2006 ENGLISH: WRITING TEST

TEST IRREGULARITY FORM

The Test Irregularity Web Application System (TIWAS) will be implemented during the Summer 2006 Administration. As directed by your STC, follow procedures for documenting and submitting test irregularities using the TIWAS. Your STC may direct Examiners to use this form or parts of the form to document the test irregularity incident.

Division Name _____

Division and School Code (e.g., 056-0221) _____

School Name _____

Grade	Multiple-Choice Form No.	Prompt No.
<input type="checkbox"/> EOC		

Date _____

Directions to the Examiner and/or STC:

Describe the testing irregularity in the space below. Then the STC should forward this form to the DDOT for action. The STC must report testing irregularities to the DDOT within 24 hours of occurrence.

(PLEASE PRINT)

Description of Testing Irregularity

Action Taken (to be completed by DDOT):

Irregularity was forwarded to the Department of Education:

☐ NO ☐ YES

(Date)

Signature of STC: _____ **Date:** _____

Signature of DDOT: _____ **Date:** _____

This page may be photocopied.

Appendix F

School Forms

<i>Sample Scoring Service Identification (SSID) Sheet (Side 1/Side 2)</i>	113
<i>School Master File Sheet</i>	115

Division Forms

<i>Division Master File Sheet</i>	117
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SAMPLE SCORING SERVICE IDENTIFICATION (SSID) SHEET (SIDE 1)

NOTE: The SSID sheet may be used for any bundle of answer documents.

[illegible]

This section **MUST** be completed prior to submission. Remember to include an answer document for EVERY student enrolled, including those students who did not test.

Appendix F, continued

SAMPLE SCORING SERVICE IDENTIFICATION (SSID) SHEET (SIDE 2)

The circle at the top of this page does not need to be selected to capture data entered on Side 2.

SIDE 2

IF YOU ARE USING THIS SIDE, PLEASE MARK THIS CIRCLE. ☐

FOR SCORING CENTER USE

[illegible]

TEACHER, COUNSELOR, OR GROUP NAME

PRINT THE NAME IN THE BOXES, JUST AS YOU WANT IT TO APPEAR ON THE REPORTS; THEN MARK THE CORRESPONDING CIRCLES.

[illegible]

GROUP CODE (optional)

[illegible]

ISBN 999-8641-61-6



9 789998 641617

**STANDARDS OF LEARNING (SOL) ASSESSMENTS
SUMMER 2006 ENGLISH: WRITING TEST**

SCHOOL MASTER FILE SHEET



Harcourt Assessment

VA SOL Spring 06 English: Writing School Master File Sheet

Page 1

School: OAKTOWN COUNTY HS
Code: 123 6789
STC: OAKTOWN COUNTY HS
Address: 1234 OAKTOWN ROAD
OAKTOWN, VA 23456
Telephone: (555)555-5555

Division Name: OAKTOWN COUNTY
Code: 123

School Number	School Name	Grade	Number of Groups	Number of Documents
123 6789	OAKTOWN HS EOC English: Writing	EW	_____	_____

TOTALS

FOR SCORING CENTER USE	Receiving Number	Order Number	Date Received
	Testing Program 163-106	Est N-Count	

**STANDARDS OF LEARNING (SOL) ASSESSMENTS
SUMMER 2006 ENGLISH: WRITING TEST**

DIVISION MASTER FILE SHEET



Harcourt Assessment

VA SOL Spring 06 English: Writing Division Master File Sheet

Page 1

School: OAKTOWN COUNTY
Code: 123
DDOT: JANE SMITH
Address: 1234 OAKTOWN ROAD
OAKTOWN, VA 23456
Telephone: (555)555-5555

School Number	School Name	Grade	Number of Groups	Number of Documents
123 6788	OAKTOWN HS EOC English: Writing	EW	_____	_____

TOTALS

FOR SCORING CENTER USE	Receiving Number	Order Number	Date Received
	Testing Program 163-106	Est N-Count	

Appendix G

Discrepancy Reports

<i>School Quantity Discrepancy Report</i>	121
<i>Division Quantity Discrepancy Report.....</i>	123
<i>Out-of-Division Answer Document Transmittal Form</i>	
<i>SOL English: Writing Test—Summer 2006</i>	125
<i>Out-of-School Answer Document Transmittal Form</i>	
<i>SOL English: Writing Test—Summer 2006</i>	127

APPENDIX G
STANDARDS OF LEARNING (SOL) ASSESSMENTS
SUMMER 2006 ENGLISH: WRITING TEST

SCHOOL QUANTITY DISCREPANCY REPORT

STC: In each section, check the appropriate box. If the second box is checked, fill in the blanks to each discrepancy.

1. Packing List/Receipt Discrepancies (including supplemental shipments)

- ☐ No discrepancies were noted between quantities on the school packing list (and as appropriate, packing lists for supplemental shipments from Harcourt) and quantities actually received.
- ☐ The following discrepancies were noted:
Grade _____ test booklet or grade _____ prompt number _____
Packing list indicated _____ booklets/prompts shipped but we received _____ booklets/prompts.
Package was supposed to contain _____ booklets/prompts but only _____ were enclosed*.
grade _____ test booklet or grade _____ prompt number _____
Packing list indicated _____ booklets/prompts shipped, but we received _____ booklets/prompts.
Package was supposed to contain _____ booklets/prompts but only _____ were enclosed*.

***Please attach a photocopy of the package cover sheet.**

2. Booklets/Prompts Lost or Removed from School Control During Testing

- ☐ No booklets/prompts were lost, and non were forwarded to the DDOT/Department of Education.
- ☐ The following booklets/prompts were lost or forwarded to the DDOT/Department of Education due to a testing irregularity:
grade _____ test booklet or grade _____ prompt number _____
Number of copies (circle one): lost/forwarded _____
Date irregularity reported to DDOT _____; irregularity number _____
grade _____ test booklet or grade _____ prompt number _____
Number of copies (circle one): lost/forwarded _____
Date irregularity reported to DDOT _____; irregularity number _____
grade _____ test booklet or grade _____ prompt number _____
Number of copies (circle one): lost/forwarded _____
Date irregularity reported to DDOT _____; irregularity number _____

3. Booklets/Prompts Transferred at the DDOT's Direction to Another School(s)

- ☐ No booklets/prompts were transferred to another school; all booklets/prompts received by this school remained in this school.
- ☐ The following booklets/prompts were transferred at the DDOT's direction:
grade _____ test booklet or grade _____ prompt number _____
Number of copies transferred _____
Date transfer was directed by the DDOT _____
grade _____ test booklet or grade _____ prompt number _____
Number of copies transferred _____
Date transfer was directed by the DDOT _____
grade _____ test booklet or grade _____ prompt number _____
Number of copies transferred _____
Date transfer was directed by the DDOT _____

4. Supplemental Booklets/Prompts Received from the DDOT's Division Overage

- ☐ No supplemental booklets/prompts were received from the DDOT's division overage.
- ☐ The following supplemental booklets/prompts were received from the DDOT's division overage:
 - Grade _____ test booklet or grade _____ prompt number _____
Number of copies received from the DDOT _____
 - Grade _____ test booklet or grade _____ prompt number _____
Number of copies received from the DDOT _____
 - Grade _____ test booklet or grade _____ prompt number _____
Number of copies received from the DDOT _____

5. Booklets to be Retained in the DDOT's Files Until Scores are Verified

- ☐ No booklets in which students recorded their answers are to be retained in the DDOT's files until scores are verified.
- ☐ The following quantities of test booklets were used by students who had the accommodation of recording their answers in the test booklet. The booklets must be retained in the DDOT's files until scores are verified.
 - Number of EOC test booklets retained _____

Appendix G, continued

**STANDARDS OF LEARNING (SOL) ASSESSMENTS
SUMMER 2006 ENGLISH: WRITING TEST**

DIVISION QUANTITY DISCREPANCY REPORT

DDOT: In each section, check the appropriate box. If the second box is checked, fill in the blanks to describe each discrepancy.

1. Division Overage Packing List/Receipt Discrepancies (including supplemental shipments)

- ☐ No discrepancies were noted between quantities on the division overage packing list (and as appropriate, packing lists for supplemental shipments from Harcourt) and quantities actually received.
- ☐ The following discrepancies were noted:
 - Grade ____ test booklet or grade ____ prompt number _____
 - Packing list indicated ____ booklets/prompts shipped but we received ____ booklets/prompts.
 - Package was supposed to contain ____ booklets/prompts but only ____ were enclosed*.
 - grade ____ test booklet or grade ____ prompt number _____
 - Packing list indicated ____ booklets/prompts shipped, but we received ____ booklets/prompts.
 - Package was supposed to contain ____ booklets/prompts but only ____ were enclosed*.

***Please attach a photocopy of the package cover sheet.**

2. Booklets/Prompts Lost or Removed from Division Overage During Testing Due to Testing Irregularities

- ☐ No booklets/prompts were lost, and none were forwarded to the Department of Education.
- ☐ The following booklets/prompts were lost or forwarded to the Department of Education due to a testing irregularity:
 - grade ____ test booklet or grade ____ prompt number _____
Number of copies (circle one): lost/forwarded ____
Date irregularity reported to DDOT ____; irregularity number _____
 - grade ____ test booklet or grade ____ prompt number _____
Number of copies (circle one): lost/forwarded ____
Date irregularity reported to DDOT ____; irregularity number _____
 - grade ____ test booklet or grade ____ prompt number _____
Number of copies (circle one): lost/forwarded ____
Date irregularity reported to DDOT ____; irregularity number _____

3. Booklets/Prompts Retained in the Division for Purpose of Verifying Scores of Transcribed Tests, etc.

- ☐ No booklets/prompts have been retained in the division for this purpose.
- ☐ The following booklets/prompts have been retained in the division to verify results of the students' tests:
 - grade ____ test booklet; Prompt No. ____; no. copies ____ Form No. ____; no. copies ____
 - grade ____ test booklet; Prompt No. ____; no. copies ____ Form No. ____; no. copies ____
 - grade ____ test booklet; Prompt No. ____; no. copies ____ Form No. ____; no. copies ____
 - grade ____ test booklet; Prompt No. ____; no. copies ____ Form No. ____; no. copies ____
 - grade ____ test booklet; Prompt No. ____; no. copies ____ Form No. ____; no. copies ____
 - grade ____ test booklet; Prompt No. ____; no. copies ____ Form No. ____; no. copies ____

4. Division Overage Booklets/Prompts Transferred to Schools in this Division

- ☐ No booklets/prompts were transferred from the DDOT's division overage to any school.
- ☐ The following booklets/prompts were transferred to schools from the division overage, have remained in the schools' materials inventories, and are being returned with the schools' materials:
- grade _____ test booklet or grade _____ prompt number _____
Number of copies transferred _____
 - grade _____ test booklet or grade _____ prompt number _____
Number of copies transferred _____
 - grade _____ test booklet or grade _____ prompt number _____
Number of copies transferred _____
 - grade _____ test booklet or grade _____ prompt number _____
Number of copies transferred _____
 - grade _____ test booklet or grade _____ prompt number _____
Number of copies transferred _____
 - grade _____ test booklet or grade _____ prompt number _____
Number of copies transferred _____

5. Division Overage Booklets/Prompts Transferred with the Department of Education's Authorization to Another School Division

- ☐ No booklets/prompts were transferred from this division to any other school division.
- ☐ The following booklets/prompts were transferred to another school division, have remained in that division's material inventor, and are being returned with that division's materials:
- grade _____ test booklet or grade _____ prompt number _____
Number of copies transferred _____
 - grade _____ test booklet or grade _____ prompt number _____
Number of copies transferred _____
 - grade _____ test booklet or grade _____ prompt number _____
Number of copies transferred _____

6. Booklets/Prompts Transferred to This School Division with the Department of Education's Authorization from Another School Division

- ☐ No booklets/prompts were transferred to this school division from another school division.
- ☐ The following booklets/prompts were transferred to this school division from another division and are among the enclosed materials:
- grade _____ test booklet or grade _____ prompt number _____
Number of copies received from the DDOT _____
 - grade _____ test booklet or grade _____ prompt number _____
Number of copies received from the DDOT _____
 - grade _____ test booklet or grade _____ prompt number _____
Number of copies received from the DDOT _____

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Appendix G, continued

STANDARDS OF LEARNING (SOL) ASSESSMENTS
SUMMER 2006 ENGLISH: WRITING TEST

OUT-OF-DIVISION ANSWER DOCUMENT TRANSMITTAL FORM
SOL ENGLISH: WRITING TEST—SUMMER 2006

OUT-OF DIVISION NAME: _____

OUT-OF-DIVISION NUMBER: _____

DIVISION SUBMITTING ANSWER DOCUMENT: _____

DIVISION DIRECTOR OF TESTING NAME: _____
(name of DDOT submitting answer document)

The *Out-of-Division Answer Document Transmittal Form* is used in lieu of an SSID sheet and the *Division Master File Sheet* with answer documents for students from another school division. This information will enable the scoring center staff to report the scores to these students to their “home school” rather than the summer school

Directions: Complete a separate *Out-of-Division Answer Document Transmittal Form* for each school division (including all schools within a division). Working with one school’s bundle of EOC *English: Writing* test materials at a time. Verify that the school number, school name, subject, number of groups, and number of documents recorded by the School Test Coordinator(s) are correct. **Resolve any discrepancy immediately. Incorrect information/counts transferred to your *Out-of-Division Answer Document Transmittal Form* can delay scoring.** Once a school’s bundles have been verified, record the number of groups and number of answer documents on the division-level transmittal form. Set aside the school-level transmittal form and keep it for your records. Repeat these steps for each school as necessary. Make a copy of the completed division-level transmittal form for your records. Place the *Out-of-Division Answer Document Transmittal Form* (original copy) on top of the groups (paper-banded bundles) of End-of-Course answer documents. Repeat these steps for each division as necessary.

School Number	School Name	EOC English: Writing	
		Number of Groups	Number of Documents

FOR SCORING CENTER USE ONLY	Batch Number	Order Number	Date Received
	Testing Program 160-506	Estimated N-Count	

Appendix G, continued

**STANDARDS OF LEARNING (SOL) ASSESSMENTS
SUMMER 2006 ENGLISH: WRITING TEST**

**OUT-OF- SCHOOL ANSWER DOCUMENT TRANSMITTAL FORM
SOL ENGLISH: WRITING TEST—SUMMER 2006**

OUT-OF DIVISION NAME: _____

OUT-OF-DIVISION NUMBER: _____

SCHOOL SUBMITTING ANSWER DOCUMENT: _____

SCHOOL TEST COORDINATOR NAME: _____
(name of STC submitting answer document)

The *Out-of-School Answer Document Transmittal Form* is used in lieu of an SSID sheet and a *School Master File Sheet* for students from another school within a division. Place this form with the answer documents within the paper band labeled with the school name and subject. Place the paper bundle on top of your school's material in Box 1

School Number	School Name	EOC English: Writing	
		Number of Groups	Number of Documents

FOR SCORING CENTER USE ONLY	Batch Number	Order Number	Date Received
	Testing Program 160-506	Estimated N-Count	

Appendix H

Shipment Transmittal Forms

<i>Division Shipment Transmittal Form</i>	<i>131</i>
<i>Division Shipment Transmittal Form for UPS Tracking Number Labels</i>	<i>133</i>

APPENDIX H
STANDARDS OF LEARNING (SOL) ASSESSMENTS
SUMMER 2006 ENGLISH: WRITING TEST

DIVISION SHIPMENT TRANSMITTAL FORM

SET B Materials—Secure Test Booklets/Writing Prompts

After testing, this form is for use by the DDOT to ship test booklets and writing prompts to Harcourt Assessment, Inc., San Antonio, Texas by August 4, 2006.

DIVISION NAME: _____

1. List the carton information for the division's overage materials in the first line. For reference, use a copy of the *Division Inventory Transmittal Form for Test Booklet/Writing Prompt*, in Appendix B of this manual.
2. Working with one school at a time, enter the name of the school in the first column.
3. In the second column labeled "Total Number of Cartons," for each school listed, enter the number of cartons.
4. In the third column labeled "Carton Number Range," for each school listed, enter the number range.
(NOTE: Consecutively number ALL cartons)
5. In the fourth column labeled "Transmittal Form is in Carton Number," indicate by number the specific carton in which the school's transmittal form is enclosed.
6. Repeat steps 2–5 for all other schools in your division.
7. **This form must be signed by the DDOT and returned to the Scoring Center in San Antonio, TX at the top of carton # 1 of your division's Set B shipment. Be sure to keep a copy of this form for the division files. Also, leave one copy of each *School Transmittal Form for Test Booklets/Writing Prompt* with each school's test booklets/writing prompts when shipping to the Scoring Center.**
8. Each box of your shipment should have a black-and-white- UPS GroundTrac label attached. You must detach the removable strip preprinted with the tracking number from each UPS GroundTrac label and apply it to the *Division Shipment Transmittal Form for UPS Tracking Number Labels* on the following page. When applying each label to the form, please indicate the box number from which the label was removed.

School Name	Total Number of Cartons	Carton Number Range	Transmittal Form is in Carton Number
Inventory Transmittal Form			
Total Number of Cartons:			

DDOT's Signature: _____ Date: _____

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Appendix H, continued

**STANDARDS OF LEARNING (SOL) ASSESSMENTS
SUMMER 2006 *ENGLISH: WRITING TEST***

***DIVISION SHIPMENT TRANSMITTAL FORM FOR
UPS TRACKING NUMBER LABELS***

Box Number	UPS Tracking Number (Apply Label Here)	Box Number	UPS Tracking Number (Apply Label Here)

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